



Job Title	Finance Officer (Income)
Directorate	Corporate Services and Grants
Accountable to	Assistant Financial Accountant
Responsible to	Assistant Financial Accountant
Responsible for	No direct reports but supports the Finance Assistant

About Us

The Royal Marsden Cancer Charity raises money to improve the lives of people affected by cancer. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

With one in two of us expected to develop some form of cancer, it is essential that we go even further in our fundraising efforts to support the essential work of The Royal Marsden. Therefore, we are delivering our most ambitious strategy yet, that will see us raising at least £215m over the 5-year period.

The Charity is committed to its biggest fundraising appeal to date, for a new major development project in Chelsea. There is also an extensive portfolio of engaging projects outside of the capital appeals that help to support all aspects of the hospital's work to improve the lives of cancer patients.

Our Values

We know that to succeed it is critical to work collaboratively, with a set of shared behaviours that guide and govern how we work every day. In consultation with our staff, we have defined five Values which we believe are central to who we are and how we work and we are committed to living them daily.

We are:

Respectful

We believe in a safe, supportive workplace, seek the expertise and contribution of others and are mindful of the needs of our supporters and stakeholders.

Kind

We are caring, responsive, considerate, and generous with our time.

Ambitious

We have high aspirations and are enterprising in our approach.

Purposeful

We make informed decisions which support our agreed priorities, showing desire and determination to achieve our goals to make a tangible difference.

Versatile

We explore alternative solutions and respond positively to new opportunities to maximise our impact.

The Finance Team

The Finance Team work with the full range of internal and external stakeholders, delivering high quality financial services to support the successful achievement of the Charity's goals. This includes ensuring all financial transactions are processed efficiently and accurately, provision of reporting, budget setting and business planning as well as managing the audit process, producing the year end accounts, overseeing investments and cashflow, and always ensuring compliance with statutory and best practice obligations.

Job Purpose

The Finance Officer (Income) role is primarily responsible for ensuring accurate reporting of charity income. This includes ensuring that the various sources of income are correctly coded on the finance system at month-end and reconciled back to the bank and to the fundraising database, Raiser's Edge.

The role is also responsible for Gift Aid reporting and for processing adjustments to income coding, ensuring all income restrictions are accurately reported.

This is an exciting opportunity to support the Charity through the delivery of its five-year strategy, as well as the chance to really improve the lives of those living with cancer. This is an excellent career opportunity for someone looking to join a dynamic and high performing finance team and to play a key role in its success.

Working Relationships

The Finance Officer (Income) is a key member of the Finance Team and will work with staff from across the charity at all levels of seniority. The role has several key relationships including the responsibility to work closely with the Data and Fundraising Operations team to ensure that all income processes run efficiently and effectively.

Key Areas of Responsibility

1. Monthly preparation and posting of income journals onto the finance system and reconciliation of the accounts.
2. Ensuring all charity income is coded accurately including allocating to the correct team, appeal and fund - this includes donations from individuals, regular giving and direct debits, legacy receipts, corporate donations and sponsorship, trust and foundation grants, as well as community fundraising and event income via various online giving platforms.
3. Accounting for any adjustments to income coding via the monthly process, working closely with the Data team, and ensuring that any restricted income is accounted for accurately.
4. Reconciling the income bank accounts to the finance system and the finance system to the fundraising database, Raiser's Edge, and investigating and resolving any differences.
5. Accounting for Gift Aid accruals and Gift Aid claims and performing a monthly reconciliation of the Gift Aid control account.
6. Accounting for processing fees from third party platforms including accounting for reverse charge VAT for overseas suppliers.
7. Processing refunds via the bank and via third party platforms as and when required.
8. Supporting with monitoring the charity finance mailbox and dealing with correspondence promptly.
9. Supporting with the year-end and audit processes including obtaining third party evidence of donations to support audit testing.
10. Supporting Finance system developments as required
11. Any other duties as reasonably required

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

Candidates must be able to demonstrate	Essential (E) or Desirable (D)
Qualifications & Training	
Working towards a finance qualification with experience of working in a finance team.	E
Experience and knowledge	
Experience of charity finance, either in-house or through professional support to charity organisations	E
Experience supporting year-end or audit work	E
Strong Excel skills including experience of using pivot tables and lookups	E
Experience of working with large data sets	E
Experience with accounting software	E
Excellent organisational and communication skills	E
Experience supervising junior staff	D
Key competencies	
Proactive attitude, willingness to learn and support colleagues	E
Ability and willingness to model and demonstrate RMCC's Values (Ambitious, Kind, Purposeful, Versatile, Respectful)	E
Commitment to RMCC's purpose and objectives	E
Excellent organisational and numerical skills and attention to detail	E
A positive customer focussed attitude along with excellent communication skills	E
The ability to work autonomously and efficiently in a small team environment	E
Capable of working under pressure to meet deadlines and dealing with multiple priorities at once	E
Able to work effectively and collaboratively with a variety of stakeholders, inside and out of the Charity	E

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of Service

Salary	£34,000 - £36,000
Contract Type	Permanent
Hours of Work	37.5 per week
Location	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from Sutton site. The Finance Team are regularly in Chelsea on Mondays and Fridays.
Benefits	27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more. Refer to our summary of benefits information attached, and on our website for further details.

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).
- Access to shopping discounts

Learning and Development

- Access to training, learning and development opportunities including financial support and time off to study for professional qualifications
- Opportunity to gain broad experience across charity finance, including income accounting, fund accounting, Gift Aid, audit support, and financial controls.

Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options

Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.
- Gym and bike hire discounts

Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.