



## JOB DESCRIPTION

---

### In summary

Title:	Finance Officer
Job base:	Permanent, full-time (35 hours per week), hybrid working (minimum 2 days per week in the Charity's offices in Chelsea, London, and occasionally working at Royal Brompton and Harefield hospitals)
Reporting to:	Assistant Accountant
Job summary:	To process the charity's expenditure in a timely and accurate manner, perform office management duties including post opening and to assist colleagues as and when required.
Internal relationships:	This role will be part of the Finance Team, working closely with other members of the Charity.
External relationships:	Heart, Lung & Critical Care Clinical Group at Guy's & St Thomas' NHS Foundation Trust and other suppliers, auditors, fundholders.
Salary:	c.£28,000
Benefits:	27 days holiday plus bank holidays, increasing by an extra day per year after three years in service, to a maximum of 30 days. Employer pension contribution of 6%. Excellent staff development and training opportunities, with a ring-fenced budget. Access to an employee assistance programme. Death in service scheme. Eye care benefits.

Job description:

## **Introduction**

Royal Brompton & Harefield Hospitals Charity exists to create new possibilities for people with heart and lung diseases. Working closely with Royal Brompton & Harefield Hospitals – part of Guy's & St Thomas, the largest foundation trust in the NHS – we fund life-changing projects to expand medical understanding and find innovative treatment options; to renew and upgrade equipment; and improve the everyday experience of patients and staff alike.

The Finance Officer will take on responsibility for the whole accounts payable cycle as well as other office management duties including post opening and banking. The role would suit someone with experience in working within a charity finance team who is looking to develop their career in finance.

In line with the charity's core behaviours, we value diverse backgrounds and contributions.

We have a small, committed and skilled team of 27 staff, with expertise across fundraising, marketing, property management, grant-making and financial management.

We are committed to – and hold ourselves and each other to account for – the following core behaviours:

- Setting ourselves challenging goals, in order to achieve more for the charity's beneficiaries.
- Working as one team, sharing information and ideas, and valuing our diverse range of backgrounds and contributions.
- Solving problems, using our resources, our networks and our creativity to provide a better service.
- Creating opportunities to learn and supporting each other to grow.
- Enjoying our work, celebrating our successes, and finding time to have fun as a team.

## **The role**

### Managing finance processes and queries

- Jointly managing the finance inbox, including responding to fundholder queries.
- Co-ordination of Clinical Group staff long-service rewards.
- Liaise with the Grants Team to process and reimburse the CG staff expenses claim from charitable expenditure.

### Accounts payable

- Processing invoices and ensuring the accuracy of supplier details and coding entered into the finance system.

## Job description:

- Processing staff expenses promptly, ensuring that all claims have receipts and are allowable expenditure. Raising any issues quickly to ensure there are no delays in payments.
- Processing company credit card receipts, uploading to the finance system and reconciling to statements.
- Matching invoices to purchase orders when used.
- Regularly reviewing that invoices are being approved by budget holders and directors in a timely manner and resolving any matters arising.
- Reconciling supplier statements to accounts payable in the finance system.
- Dealing with supplier enquiries with courtesy and in a timely manner and keeping appropriate records of communications.
- Responding promptly to colleagues in relation to purchase ledger queries.
- Generating the weekly payment run by BACS and ensuring that payments are allocated correctly.
- Ensuring the payments by Direct Debit and standing order are processed promptly either in the purchase ledger or as bank payments.
- One on one training and assisting of non-finance colleagues in using the finance system for raising purchase orders, staff expenses, processing invoices, credit notes, credit cards and anything else related to the accounts payable cycle.

## Other

- Dual post opening.
- Arranging office supplies.
- Ad hoc finance and administrative support for the charity team.

## Holiday and other cover

- Provide cover in the absence of other finance team members.
- Keep procedure and process notes up to date to help other finance team members cover in your absence.

## Cross-charity responsibilities

- Representing the charity with our core hospital partners and other external stakeholders.
- Embracing and modelling the charity's core behaviours.

Job description:

### What we're looking for

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working in accounts payable with experience of the complete accounts payable process</li></ul>	<ul style="list-style-type: none"><li>• Working with the charitable sector</li><li>• Office administration</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Organised, able to work independently and under pressure, prioritising work to meet deadlines</li><li>• High level of accuracy in data input</li><li>• Excellent written and verbal communication skills</li><li>• Strong interpersonal skills and the ability to build strong collaborative working relationships with a wide range of internal and external stakeholders</li><li>• Strong numeracy skills</li><li>• Strong ICT skills, including Office 365, especially MS Excel</li><li>• A team player with a flexible approach</li><li>• A problem-solver, able to use initiative and find pragmatic solutions</li><li>• Keen to learn and develop new skills</li></ul>	

### Flexibility statement

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, the needs of the organisation and always following consultation with the post holder.

Job description:

## Application process

Your application should include your CV and cover letter (no more than two pages) to include:

- Your relevant skills and experience and how they apply to the role.
- Why this role specifically appeals to you.

Job advert closes	5pm 17 April 2024
Invitation to interview sent to short-listed candidates	18 April 2024
First interview at 250 King's Road, London, SW3 5UE	23 April 2024
Second interview at 250 King's Road, London, SW3 5UE	25 April 2024
Start date	ASAP