

Thank you for your application

In this pack is the following information:

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About us

The Sick Children's Trust is the charity that provides a welcoming 'Home from Home' where families with a sick child in hospital can stay. But we're more than bricks and mortar, our friendly, caring staff are there to support families when they really need it.

Without us families would have to travel long distances, sleep in uncomfortable hospital chairs or pay for expensive hotels just to be by their sick child's hospital bedside. Not only do we alleviate financial worries but we also help the mental wellbeing of the families we support.



Our vision

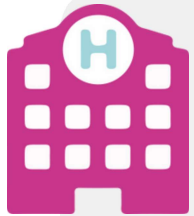
We are working to a future where every family with a seriously ill child in hospital can stay together, close to their child's hospital bedside.

Our mission

We provide welcoming, comfortable 'Homes from Home', to keep families together when they have a sick child in hospital and kind, caring staff to support them

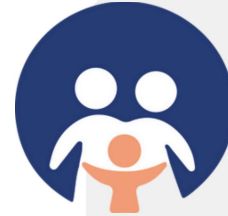


Our values



Passionate

We believe passionately that families with a seriously ill child in hospital should be together



Supportive

We care for families when they really need us and we support our staff to be the best they can be



Togetherness

We work together to make a difference



Proud

We are proud to be able to welcome all families that need us to our clean and comfortable 'Homes from Home'

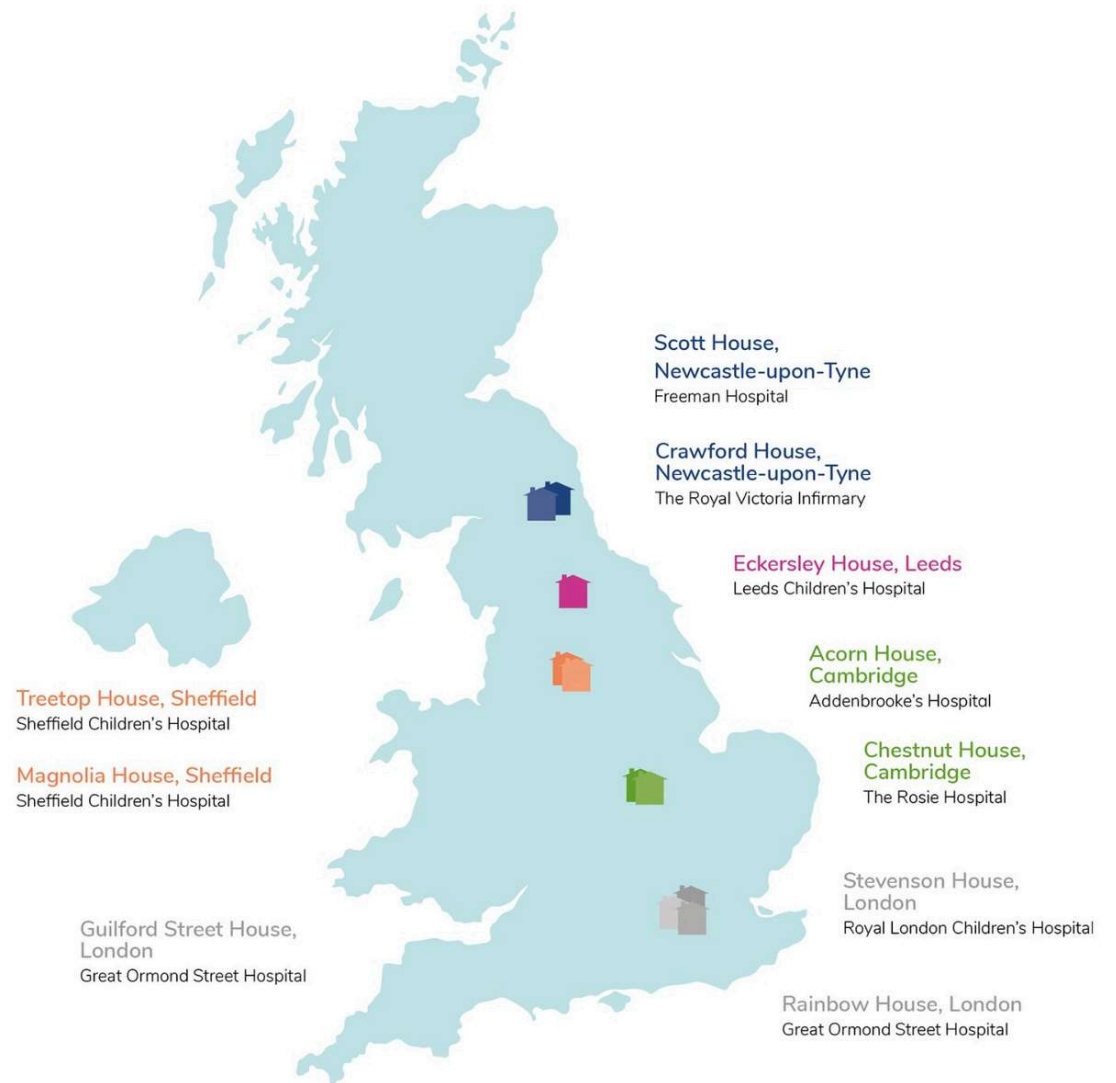



Trustworthy

We are open, honest and transparent in everything we do. We spend our money responsibly ensuring that families are always at the heart of our work

Our 'Homes from Home'

We have ten 'Homes from Home' across England that can support 148 families a night. In 2023/24 we provided 47,165 nights of accommodation and supported 3,403 families.





“To be an hour away, when you’ve got to produce milk, express it, take it into NICU for feeds. On top of the stress of going backwards and forwards and missing time with him, it’s just not feasible. You need to be there all the time, to be there with him, But thanks to The Sick Children’s Trust’s support, you’re focusing on being there for your baby, not on where you can sleep”

Helen Ledster, Flynn’s mum

Our staff survey

98%

of our colleagues enjoy working at
The Sick Children's Trust

100%

of our colleagues are proud to
work at The Sick Children's Trust

100%

of our colleagues said that the
work of the charity inspires them
to do a good job

Our impact 23/24



We supported
3,403
families



We provided
47,165
nights of
accommodation



Average travel time
89 minutes
from home to hospital



Occupancy rates
89%
in our 'Homes
from Home'

Job Description

Job title: Finance Officer

Hours: Full time - 35 hours per week (Monday to Friday with hybrid working available)

Location: Head Office, London EC2A 2AH

Reports to: Finance Manager

Wider department:

Finance Director, Database Manager, Database Senior Officer

Role purpose:

To provide support to the Finance Manager and to ensure that finance processes are accurately completed and updated on time.

Job Description

- To process income and expenditure transactions ensuring they comply with The Sick Children's Trust's procedures and are completed in line with month end procedures with accurate coding
- To run the purchase ledger processes for prompt payment, after budget holder approval
- To work with the Finance Manager on the preparation of VAT returns
- To assist with the preparation of monthly forecasts
- To assist with the preparation and review of the annual budgets
- To support the Finance Manager with internal Finance House audits
- To prepare all bank reconciliations on a monthly basis and work with the Finance Manager on any reconciliation queries
- To bank weekly donations received at Head Office

- To provide a good customer service to all staff whilst ensuring accounting financial practices are adhered to
- To act as first point of contact for the Finance Team for queries, monitoring the Finance inbox and ensuring all associated actions are taken
- To maintain up to date process notes for all of the aforementioned processes

Duties may vary from time to time with development of the post.

The Sick Children's Trust requires all staff to work professionally and to help colleagues as required. This will include receiving general telephone enquiries and dealing with general office administration as befits a small office environment.

Person Specification

Experience

- Experience of accounting procedures
- Experience of managing own workload effectively and planning and organising work to meet deadlines
- Experience of high levels of accuracy and meticulous attention to detail
- Experience of strong communication and relationship building skills to liaise with a wide range of people, both internal and external to the organisation
- Experience of working on financial software

Skills, abilities and personal attributes

- Strong numeracy skills
- IT Literate with experience of Microsoft Office software; in particular Excel and organisation Outlook. Ability to maintain accurate and up to date records on our databases
- Ability to communicate clearly with people at all levels; verbally and in writing
- Ability to see tasks through from start to finish, even when they are repetitive and routine
- Good interpersonal skills and ability to build a professional rapport and work as part of a team

Knowledge

- Understanding of general financial principles
- Confident in using finance systems and processes to give advice on routine day to day issues

Education/Training

- A qualification or training requiring high numeracy and good literacy skills

Other requirements

- Commitment to working outside of normal office hours and a willingness to travel if the job requires this
- Commitment to promoting equality, diversity and inclusion
- Support The Sick Children's Trust's mission and values

Benefits

- 35 hour working week
- Discretionary hybrid working
- 25 days annual leave plus your birthday off
- Time off in lieu policy
- Auto-enrolment into a pension scheme at 3 months service
- Commitment to development and training
- Interest free travel loan
- Family friendly policies (flexible working and time off for dependents)

Commitment to your wellbeing including:

- Employee Assistance Programme
- Eyecare Voucher
- Flu Vaccination
- Life Assurance

Post-probation benefits:

- Bonus day off in December
- Enhanced pension option
- Permanent health insurance
- Access to Digicare+
- Interest free travel loan



Equal Opportunity

The Sick Children's Trust strives to be an Equal Opportunity employer. We are committed to developing a diverse and inclusive organisation, where people feel supported and valued to be the best they can be.

We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion or belief.

If you require any reasonable adjustments to apply for this role to the best of your ability such as an accessible venue for interview, please let us know your requirements and we will make every effort to provide assistance.

How to apply

If you are interested in applying for this role, please complete the attached questionnaire and return along with your CV to: recruitment@sickchildrenstrust.org

The closing date for the role of Finance Officer is 15 September 2024

We will be considering applications as they are submitted so early application is advised. For further details about The Sick Children's Trust please visit our website sickchildrenstrust.org