

## Finance & Payroll Officer

Pulmonary fibrosis (lung scarring) describes a group of interstitial lung diseases where the lungs become progressively stiffer and smaller, eventually leading to low oxygen levels in the blood. Pulmonary fibrosis (PF) affects around 70,000 people in the UK. Progressive pulmonary fibrosis is a life-limiting disease. While trends in life expectancy are improving, no one can tell an individual exactly how long they will live, making our work hugely urgent for our community.

Action for Pulmonary Fibrosis (APF) is the leading national charity dedicated to enhancing the lives of individuals affected by pulmonary fibrosis. We are a nationwide charity with a remote-based team and an HQ in Peterborough. Our VISION is to STOP pulmonary fibrosis in its tracks. Established in 2013 by people affected by PF, carers, and healthcare professionals, APF funds support programs (by far the major part of our work), invests in global research and supports other research initiatives, campaigns for improved care and diagnosis, and raises awareness of these diseases. Our pioneering efforts have transformed the landscape of PF awareness and care standards, empowering people and advancing research.

We are looking for a Finance and Payroll Officer to join our team. Reporting to the Director of Finance and operations, this role will ensure that appropriate financial processes and systems are followed and developed to support our charity's sustainable growth and safeguard our financial health. The Finance & Payroll Officer will ensure that financial tasks and transactions are undertaken in an efficient, effective and timely manner and, importantly, that relevant financial information is provided to keep the Senior Leadership Team informed to make the best decisions for the charity.

The role will also cover responsibility for all payroll operations, ensuring that all payments are accurate and on time and that appropriate and accurate information is provided to the Director of Finance & Operations, HMRC, pension providers and other external bodies.

We are looking for a confident and experienced individual to join our supportive team. Previous charity finance knowledge and Xero is helpful but not essential, above all we want an individual to be tenacious, curious, diligent and show strong initiative.

### How to apply

We hope you will consider applying for the role of Finance and Payroll Officer. It's a great opportunity to make a significant difference to the lives of people affected by Pulmonary Fibrosis by ensuring the effective running of the finance and payroll function.

### Diversity

Action for Pulmonary Fibrosis strives to be an organisation of equity and inclusion. Pulmonary Fibrosis does not discriminate. Our team should reflect the diverse communities we exist to support. We warmly welcome applications from all candidates irrespective of age, disability, race (including colour, nationality, ethnic or national origin), sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

To make an application, please provide the following by email to [recruitment@actionpf.org](mailto:recruitment@actionpf.org) with 'Finance and Payroll Officer' in the subject line as soon as possible. We are actively interviewing so may close applications quickly.

- Your CV (no more than three sides, minimum size 11 font)

- A supporting statement (no more than two sides of A4, minimum font size 11) that sets out briefly why this role is the right move for you, and outlines how you meet the criteria in the person specification (your statement will be scored against these criteria)
- Two referees: your last/current employer plus another referee who has known you for at least two years. We will only contact them after an informal offer has been made. Please include phone number, email and a brief description of how they know you.
- We would be grateful if you would complete and return the equal opportunities monitoring form, to help us to meet the aims and commitments set out in our equality policy. The information is important to us, however it is entirely voluntary whether you complete it. Any information provided will be kept confidential (separate from the shortlisting process) and will be used for monitoring purposes. If you have any questions about the form please do get in touch on [recruitment@actionpf.org](mailto:recruitment@actionpf.org)

**Applications without a supporting statement will not be shortlisted.**

**We expect interviews to take place from 9<sup>th</sup> - 16<sup>th</sup> May, please let us know if there are dates you will be unavailable.**

We look forward to receiving your application.