

Finance & Payroll Officer

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.

Purpose of the role:

Our vision is to find a cure for pulmonary fibrosis and enable everyone affected by the disease to have a better future.

As APF's Finance & Payroll Officer you will support the finance and operations team with the efficient running of the financial and payroll operations of the Charity. To ensure APF's finances and payroll are accurate, transparent and timely so that the Senior Leadership Team can make good decisions in relation to the running of the Charity.

Key stakeholders:

- Staff, SLT, trustees and freelancers at APF.
- Service providers and contractors, auditors, IT companies, Regus etc.
- Patients and family members

Reports to: Director of Finance & Operations

Direct Reports: Operations Administrators x 2

Main Duties:

All duties must be completed accurately and in a timely manner, meeting exact deadlines to maintain a high standard of day-to-day operational service.

- Act as the first point of contact for APF, including enquiries that may be emotive; assessing the nature of the enquiry and referring to relevant team member promptly
- Accounts Payable (Purchase Ledger) – processing purchase orders, purchase invoices, freelancer invoices and arranging payments (within supplier's terms) once invoices are approved by budget holder.
- Accounts Receivable (Sales Ledger) – raise invoices as required and manage aged debtors to ensure payments are received on time.
- Ensure donations received at the office and via donation platforms are recorded and acknowledged in a timely manner as a courtesy to our donors/fundraisers.
- Ensure all cash/cheques are receipted by operations administrator and banked weekly so income figures are up to date.
- Record gift aid as notified with donations, ensuring appropriate information is provided to aid with the gift aid claims process.
- Raise Gift Aid claims online with HMRC and ensure received.
- Ensuring full compliance with finance policies and procedures across the charity
- Assist with month end and year end processes, including journal entries and management report preparation.

- Day to Day management of the office and operations administrators including monthly and annual reviews.
- Update the equipment inventory with any new purchases of hardware

Main Duties (continued)

- Effectively manage the team email inboxes
- Effectively manage and process monthly payroll including managing HMRC data and pension contributions.
- Work effectively across all departments to support the charity objectives.
- Work on projects as agreed with your manager from time to time
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Person Specification

In your application for the role, please provide details of your experience against the selection criteria set out in part one below.

You do not need to have experience in every area, and you may have skills not listed here that you feel would be valuable to fulfil the role. We would love to hear what makes you an exceptional candidate.

Part one: knowledge and experience

- Previous experience of charity finance and working as part of a finance team.
- A thorough working knowledge of accounting processes including purchase and sales ledger.
- A minimum of 2 years' experience, using a computerised accounting system (ideally Xero) to record and monitor financial data.
- A minimum of 2 years' experience of managing payroll (we use Brightpay).
- A thorough working knowledge of Microsoft Office, including Powerpoint, Word, Excel and Outlook with experience presenting financial data in a variety of ways to aid decision making.
- Experience of improving processes and systems to increase efficiencies and cost effectiveness (experience of changing finance systems would be advantageous).
- Experience of being a first point of contact via phone, email and web (including social media). Demonstrating a real passion for customer care.
- Experience of using a database (we use eTap and shortly Raizers Edge) to record and track information, ensuring data is accurate.
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively (we use MS Teams).
- Experience of building good relationships with peers, suppliers and stakeholders.

Part two: skills and working style

- Effective interpersonal skills. Able to get on with a broad range of people; build trust and rapport; a real team player
- Ability to work across the operations and finance team and be adaptable in a small team working environment.
- Excellent ICT skills including word processing, spreadsheet analysis, presentations, including Microsoft Office
- Excellent written and verbal communication skills; clear and concise
- A high level of attention to detail and able to work efficiently
- Ability to effectively manage time and meet deadlines
- A 'can do' approach. Able to work with limited supervision

Terms of Appointment

Contract:

Permanent, part-time, 22.5 hours per week (Days/hours can be discussed at interview)

Salary Band:

£28,000 to £30,000 (depending on experience) Pro-rata for part-time

Pension:

Automatic enrolment to workplace pension unless already an active member of a qualifying workplace pension.

Holiday:

25 days per holiday year plus bank holidays (pro rata) and discretionary Christmas leave.

Location:

Office based at the national office in Peterborough.

Hours:

Normal hours are 9.00am to 5.30pm with flexibility to maintain a good work/life balance.

Other benefits:

The ability to flex hours, take 'time off in lieu' for extra hours worked

Death In Service benefit

Service-related sick pay when 6-month probation is completed

Employee Assistance Programme

Access to training and development

Complimentary gym access at Stuart House (non-contractual)

Probationary and notice of termination periods:

You will be subject to an initial six-month probationary period during which notice is 1 week on both sides and then extending to two months thereafter.