

Finance Executive



**Weston
Park**

Cancer Charity

Together at every step.

Working here

| | |
|-------------------------|---|
| Reporting to: | Head of Finance and Resources |
| Responsible for: | Finance Apprentice |
| Job location: | Office based (with limited hybrid working after probation period) |
| Hours: | Full Time 37.5 hours per week |
| Salary: | £27, 265- £30, 673 (Our Policy is to recruit at the bottom of the grade, unless significant experience can be demonstrated) |
| Band: | Grade 4 |
| Contract length: | Permanent |

What we do

For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advise and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

Main purpose of post

The Finance Executive will work as an integral part of the Finance Team, providing a high-quality finance function and supporting fundraising activity with accurate processing of income from a range of sources.

The Finance Executive will support the Head of Finance and Resources with the day-to-day financial management of the charity, including annual budgeting and monthly management accounts.

What you do

Income

- Ensure all income including cash, cheques and online platforms is processed accurately into the fundraising CRM (Raisers Edge) and accounts package (currently Aqilla).
- Ensure gift and donation income is accurately coded with the correct campaign, appeal and fund.
- Complete the reconciliation of income between the bank and the fundraising CRM.
- Support the Finance Assistant to ensure all funds are banked in a timely fashion.
- Liaise with fundraising colleagues to support timely donor care and producing donor gift recognition letters within agreed timescales.
- Coordinate the preparation, claiming and recording of gift aid submissions.
- Raise invoices as required and respond to invoice queries.
- Chase outstanding debtors and ensure payments are received in a timely fashion.
- Take a lead on processing, coordination, and administration of legacy income

Expenditure

- Ensure that purchase invoices are properly authorised, coded and processed accurately into the accounts package.
- Ensure company credit card expenditure is reconciled and processed into the accounts package accurately.
- Assist staff with expenses queries and ensure expense claims are processed in a timely manner.
- Prepare payment runs for approval and upload to banking system
- Ensure creditor accounts are reconciled with payments matched against invoices.
- Respond to purchase and invoice queries as required
- Set up supplier accounts as required
- Work with the Grant Officer to ensure all grant commitments are processed and reflected in creditors

Bank and cash

- Reconcile all bank accounts at the month end, including online donation platforms (e.g. Just Giving, PayPal, etc)
- Process all non-income from the fundraising/donor package in a timely manner
- Process all non-creditor payments in a timely manner
- Respond to banking queries
- Support with management of Bank Mandates
- Support the Head of Finance with management of investments

Month end

- Support the Head of Finance in the production of the month end accounts pack
- Support the Head of Finance in the production of the year-end accounts and audit
- Support the Head of Finance in the production of the annual budgets
- Manage the monthly accruals and prepayments process
- Update the grants spreadsheet with expenditure during the month.

Budget

- Work with the Head of Finance to review budget lines on a monthly basis, identifying any variances, in preparation for monthly meetings with Budget Holders to review expenditure

Events

- The finance team are involved in major fundraising events, and you will be required to work ad hoc evening and weekends to support the finance function. This will include processing donations, including cash.

General

- Deal with ad hoc tasks as and when they arise

Who you are

Methods of Assessment:

A = Application

C = Certificate

I = Interview

R = References

T = Test/Presentation

| | Essential | Desirable | Assessment |
|---|-----------|-----------|------------|
| QUALIFICATIONS & EXPERIENCE | | | |
| Minimum of AAT level 3(or equivalent, or qualified by experience) | X | | A/C |
| At least 2 years' experience in a finance role | X | | A/C |
| Experience of taking accounts processes to Trial Balance stage | X | | A/C |

Finance Executive

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|--|---|---|---------|
| Experience of CRM (fundraising/donor) packages (Raiser's Edge desirable) and accounting packages | X | | A/C |
| Experience of online giving platforms and customer / donor CRM systems Paypal, JustGiving, Raiser's Edge, Raisley) | X | | A/I |
| Experience of dealing with legacies | | X | A/I |
| Experience with working in the third sector | | X | A/I |
| Understanding of fund accounting | | X | A/I |
| Previous line management experience | | X | A/I |
| Competent Driver with a full, clean driving license | X | | A |
| SKILLS/ATTRIBUTES | | | |
| Strong IT skills, in particular Excel and Word | X | | A/I/R/T |
| Organised and efficient, with the ability to multitask and manage tight, shifting deadlines | X | | A/I/R/T |
| Exceptional attention to detail with high levels of numerical accuracy | X | | A/I/R/T |
| Ability to communicate with people at all levels | X | | A/I/R/T |
| Highly motivated, enthusiastic, able to take initiative and work autonomously | X | | A/I/R/T |
| Has a positive attitude, with a hands-on approach to work | X | | A/I/R/T |
| Is open to change and willing to learn new skills | X | | A/I/R/T |
| Approachable and an effective team player | X | | A/I/R/T |

How to Apply

Closing date: Monday 9th September 2024 @9am

Application format: Please send a CV and covering letter demonstrating that you have read the job description/person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process, and you should demonstrate your suitability for the role in no more than two pages.

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

Apply to: HR@wpcancercharity.org.uk