

Finance Officer

October 2026

Application Information



Welcome

the
lullaby
trust

Hello prospective candidate! We are really pleased that you are interested in working with us here at The Lullaby Trust. Let us tell you more about our organisation.

It is a key time to be joining the charity and helping us to continue to save babies' lives and support bereaved families. The charity has been hugely successful, but the work is far from done. The impact of the sudden death of a baby is wide and never goes away, as we know from the families that we support. This drives all our work, across each department. We are a close and friendly staff team who all share passionately in the charity's objectives, vision and values.

This is a key role within the Finance team and plays an integral part in the effective delivery of the service. The postholder will contribute to the day-to-day operation of the Finance function, ensuring that financial processes are delivered accurately, efficiently and in line with organisational policies and procedures.

If you are enthusiastic and have the skills and experience we are looking for, we encourage you to apply.

Jenny Ward
Chief Executive



About us



The Lullaby Trust is a charity that saves babies' lives and supports bereaved families. Around 3 babies a week still die from sudden infant death syndrome (SIDS) and we are committed to bringing that number down to zero.

Through educating parents on how they can reduce the risk of SIDS and investing over £12million in research, we have played a key role in reducing the number of babies who die from SIDS by 80%, saving the lives of more than 30,000 babies.

Each year we train thousands of health professionals to support parents in sleeping their baby safely. We campaign tirelessly to raise awareness of SIDS and ensure our life saving advice reaches all parents.

The Lullaby Trust supports bereaved families, through our helpline and befriending scheme. Our work with the NHS to provide a Care of Next Infant Programme (CONI) offers a lifeline to bereaved families expecting a new baby.

At The Lullaby Trust, we provide an incredibly supportive working environment that embraces hybrid working, flexible hours, and individually tailored schedules. This empowers you to plan your work life according to your personal preferences and commitments, ensuring a fulfilling and balanced professional experience. If this interests you, we would love to hear from you!



Our values

Caring

We care about all the people we support and always show compassion, warmth and understanding.

Reassuring

We are supportive, clear, informative and non-judgemental.

Trustworthy

We have expert knowledge based on scientific evidence, data and experience.

Driven

We won't stop until no baby dies suddenly and unexpectedly.



Our impact

Changing and saving lives: 2024-2025



114,049

resources on safer sleep advice were received by those who needed them



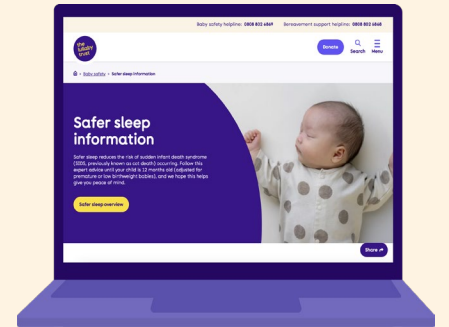
We distributed
216

Bedtime Bundles to families in crisis or in temporary accommodation. This helps families sleep their baby as safely as possible under difficult circumstances.



We were
seen online
over
24 million

times. Spreading awareness, and making families feel heard and supported.



We gave
2,400

families bereavement support.



8,171

professionals working with families were trained on our safer sleep advice.



718

families were supported through our Care of Next Infant (CONI) programme. This supports bereaved families before and after the arrival of their new baby.





37

people were matched to a befriender,
for peer-to-peer bereavement support.



245

bereaved family members attended
our free family days.



the
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trust

We answered safer sleep
enquiries for **2,360** people



32,000

babies' lives saved since our
Back to Sleep campaign in 1991.



The rate of sudden infant
death syndrome (SIDS) has
reduced by over **80%**.



£12 million

invested in research.

We exist to keep babies safe and to keep grieving families supported. We won't give up until no baby dies suddenly or unexpectedly.

The role



Post:

Finance Officer

Location:

Hybrid (Home and London bridge office)

Department:

Finance

Salary:

£33,284 per annum

Hours:

35 hours a week

Responsible to:

Head of Finance

The main function of the job is:

The Finance Officer is responsible for delivering key finance functions across The Lullaby Trust and its subsidiary The Lullaby Trust Sales Limited with a high degree of accuracy and in line with the agreed monthly timetable.

- Acting as the finance team's point of contact by email and telephone
- End-to-end responsibility for the sales ledger and purchase ledger
- Administering the financial assets of the group
- Supporting the Head of Finance with month-end processes
- Preparing year-end schedules and supporting the annual audit

Main duties and responsibilities



Email and telephone contacts

- Monitoring and triaging the finance inbox to ensure all emails are actioned appropriately and in a timely manner
- Responding to telephone enquiries routed to finance from customers and supporters

Sales ledger

- Creating and maintaining up-to-date customer records on our accounting system, Ipplicit, and completing new supplier setup requests from customers
- Raising all sales invoices for The Lullaby Trust and The Lullaby Trust Sales Limited
- Issuing invoices to customers by email or upload to portals used by NHS shared services organisations
- Regular credit control to ensure sales invoices are settled and any disputes resolved promptly
- Liaising with our fulfilment partner and internal colleagues on customer queries

Purchase ledger

- Creating and maintaining up-to-date supplier records on our accounting system, Ipplicit
- Entering purchase invoices for The Lullaby Trust and The Lullaby Trust Sales Limited
- Ensuring invoices and staff/volunteer expense are accurately coded and utilising the prepayment automation where appropriate
- Maintaining purchase orders on Ipplicit for repeat expenses
- Ensuring all expenses are authorised by budget holders using system workflows
- Preparing twice monthly BACS payment runs from Ipplicit to RBS Bankline for approval by SLT colleagues
- Issuing remittance advices from Ipplicit



Administering financial assets

- Daily monitoring of bank receipts to identify and action sales remittances and donation/grant payments expected by colleagues
- Monthly cash rebalancing exercise to recommend transfers between banks and investments
- Monthly reconciliation of our PayPal account and transfers to bank account
- Spot checks of income paid in by cheque/cash by income and engagement team to support reconciliation and correct coding
- Oversee credit card usage and ensure documentation is complete for every transaction
- Supporting budget holders (particularly during budget and reforecasting cycles) with transaction lists and information

Month end

- Recording bank transfers, interest and charges and payments by direct debit
- Maintaining balance sheet reconciliation spreadsheet to reconcile balance sheet GL accounts to Iplicit and posting monthly journals where applicable to recognise:
 - Depreciation/amortisation of fixed assets
 - Accruals and prepayments
- Maintaining restricted and designated funds spreadsheet to reconcile to Iplicit and posting monthly journals where applicable to recognise allocation of expenses and overheads against available funds
- Performing monthly bank reconciliations in Iplicit
- Supporting the Head of Finance as required with a view to taking on additional responsibilities in this area

Person specification



Qualifications/education required:

A good general level of education- Essential
AAT qualification or similar- Desired

Competencies required:

- Experience of a finance system sales, purchase and nominal ledger transactions
- Experience of internet banking systems and reconciliations
- Excellent knowledge of Microsoft Excel, particularly for maintaining and working with financial spreadsheets
- Experience of liaising with staff and key suppliers or stakeholders
- Ability to use own initiative, manage time effectively and prioritise tasks
- Experience of working for the charity/not-for-profit sector

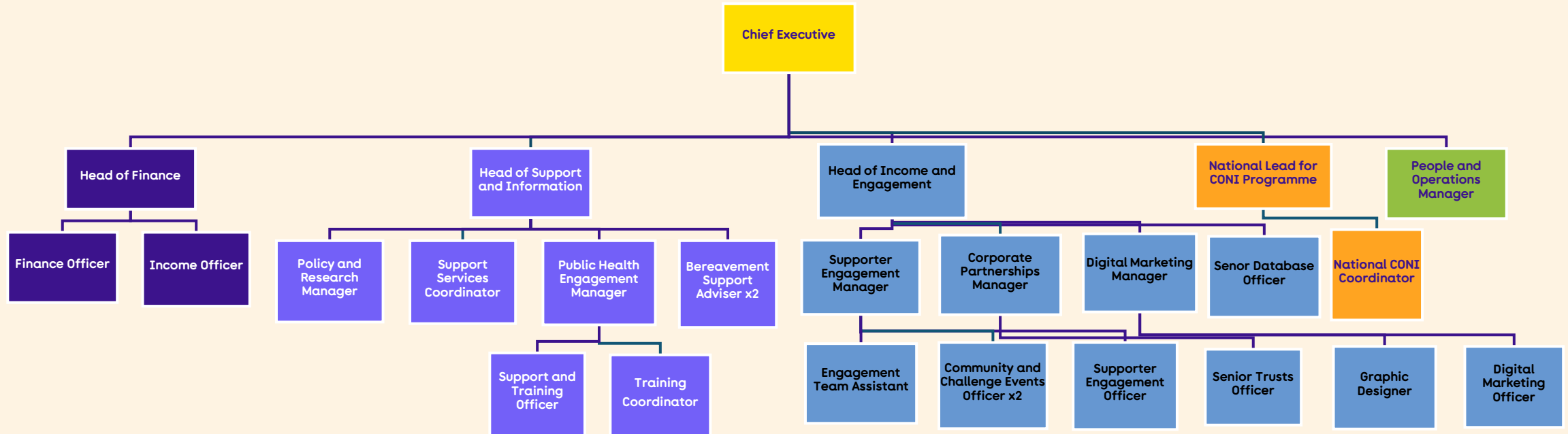
Personal characteristics required:

- Professional, open and collaborative working style
- Ability to work with minimum supervision and use initiative, and as part of a team
- Creative approach to problem solving
- Willingness to adapt to change
- Self-disciplined to work remotely and/or in open office environment
- Empathy with bereaved parents and their families

Specialist training required:

- Knowledge of the Charities' SORP and in particular working with restricted and designated funds- Desired skill
- Knowledge of VAT and Gift Aid legislation- Desired skill
- Training will be provided on safer sleep advice and bereavement support issues
- Strong financial literacy
- Excellent attention to detail with a high level of accuracy
- Ability to communicate effectively, both verbally and in writing, with colleagues at all levels
- Ability to explain technical issues to non-technical colleagues.

Organisational structure



Key benefits

- 25 days annual leave plus 8 days paid public holidays every year (pro rata for part time staff)
- Additional leave between Christmas and New Year when the office closes
- Flexible and remote working is available to all staff
- Enhanced company Maternity and Parental Leave
- Any member of Staff affected by loss of a close family member will be granted compassionate leave paid at their normal salary
- Ability to buy up to 5 extra days of holiday
- A company pension scheme with matched contributions of up to 5% after 3 months
- A healthcare cash plan free of charge to all staff, enabling staff to claim 100% of the costs of everyday healthcare up to annual limits
- 24/7 Employee Assistance Programme offers free, confidential and impartial support, information, and counselling service to staff on legal, financial, debt management and emotional issues
- Long service leave entitlement after 3 years of service
- Up to 1-year unpaid sabbatical leave after 5 years of service
- Free travel loan to work after successful probation
- Free eye-care vouchers after successful probation
- Free will writing service

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Removing bias during the recruitment process



In line with our commitment and desire to build a diverse workplace we have put some processes in place to ensure a fair recruitment process.

The Application

- If written format is not your preferred method of communication, we also offer the opportunity to apply via video recording instead. Simply send us a video recording of yourself answering the key questions on the application form via Whatsapp to 07310265249 and our recruitment team will type them up to maintain your anonymity.
- The recruitment process is blind. When you apply, your personal details are anonymised to avoid any unconscious bias and we use a standardized scoring system to ensure fair shortlisting of candidates for interview.
- Ask our recruitment team any questions or voice any concerns and the team will happily support you in overcoming any barriers that we may have missed.

The Interview

- We will be as flexible as we can to ensure you can attend your interview. We send out any interview tasks you will be asked prior to your interview to give you time to prepare meaningful answers.
- We have a member of the team who is trained in Safer Recruitment on the panel for each interview to ensure a fair and safe process.
- We use a standardised scoring sheet for each interview with pre-agreed criteria based on the Candidate Pack and any tasks. At the end of the interview, each panel member gives their overall score and we take an average of these to reduce any risk of bias.

To apply

Please visit the job advertisement on charity jobs to apply .
Applications will close on 28th October 2026.

Early applications are encouraged as we will review applications throughout the advertising period, and reserve the right to close the advert early should we receive a sufficient number of applications.

Interviews may be held during the advertising period or shortly after the close date.

Please note interviews will be held over Microsoft Teams.

If you have any questions, or would like to discuss your application, please email the People and Operations Manager on office@lullabytrust.org.uk

