



VACANCY PACK

Join us as we lead the search for a cure.



Registered with
FUNDRAISING
REGULATOR

**ALZHEIMER'S
RESEARCH UK** **FOR A
CURE**



WELCOME TO ARUK

If nothing changes, one in two of us will be directly affected by dementia – either by caring for someone with the condition, developing it ourselves, or both. Alzheimer's Research UK exists to change that.

As the UK's leading dementia research charity, we're working to revolutionise the way we treat, diagnose, and prevent dementia. But we won't stop there. We will keep going until we find a cure.

Working for Alzheimer's Research UK, you can be part of a team that is:

- Funding world-leading research into dementia across the UK and beyond. Our Research Network brings together nearly 3,000 dementia researchers, to share ideas, collaborate and accelerate our search for a cure.
- Providing information about dementia to people affected and their families.
- Helping to improve understanding about dementia and the potential for research to cure the diseases that cause it.
- Campaigning to keep dementia research on the political agenda and working to ensure government funding for research is a priority.
- Building a social movement behind our cause, inspiring thousands of people to stand with us to find a cure.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work. Our pioneering spirit is reflected in the energy and drive of our employees. As CEO, I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from dementia. We exist for a cure and, together, we will change lives.

Hilary Evans-Newton.

Hilary Evans-Newton
Chief Executive



FINANCE OFFICER — PURCHASE LEDGER;

Part Time (21 hours)

6 Month Fixed Term Contract

JOB DESCRIPTION

Main Purpose of the Role

The Finance Team at Alzheimer's Research UK (ARUK) is responsible for maintaining the financial records of the Charity and providing timely and accurate financial information. The team provides support and advice on all finance matters to staff within all other teams in the Charity and is responsible for ensuring there is a strong financial control environment.

This role is focused on the purchase ledger and working both independently and collaboratively to ensure that the purchase ledger is maintained accurately and promptly, as well as carefully following all controls and procedures in place. The purpose of this role is to ensure:

- accurate figures within Microsoft Business Central (BC) for both internal reporting and analysis and for statutory reporting such as year-end accounts
- prevention of fraud or incorrect payments
- timely payments to ensure no delay to ARUK goods and services received, and no implication for supplier relationships.

This role is a 6-month FTC, or on return of the substantive post holder, to cover a period of Maternity leave. This is a part time role, working 21 hours per week.

Key Responsibilities

Management of purchase ledger

- Make day-to-day decisions about the purchase ledger such as prioritising payments and workload to ensure purchase invoices are paid within agreed timescales.
- Regularly review all purchase ledger accounts to ensure that there are no outstanding issues such as non-payment, missing invoices, mismatched or unmatched entries.
- Make correcting entries as required where errors are identified within the purchase ledger area.
- Regularly liaise with the Research team to ensure that the folder of invoices awaiting processing matches their records.
- Reconcile all debit balances on the purchase ledger and chase suppliers for any missing invoices.
- Identify and resolve any ad-hoc issues within the purchase ledger, escalating them to the manager if needed.
- Verbal checks of supplier bank account details where we are informed that details have changed, to safeguard against supplier fraud.

Processing of purchase invoices and credit notes

- Check purchase invoices received match purchase orders in BC.
- Where the purchase invoices match purchase orders, convert the purchase orders in BC to invoices, ready to be paid.
- Chase people responsible for raising purchase orders where they have not been raised previously, making sure they raise the purchase orders in accordance with documented procedures going forward.

- Investigate any discrepancies between purchase invoices and orders with the relevant budget holders.
- Check invoices for prepayments or fixed assets, clarifying with the person who raised the purchase order where needed, and post these in line with the documented procedures.
- Check purchase orders for administrative errors when converting to purchase invoices and correct where necessary.
- Post invoices and credit notes in BC, ensuring that prepayments and fixed assets are added correctly and advising others around the charity of criteria for these.
- Attach copy invoices to the purchase invoices in BC and ensure invoice filing is kept up to date for payment runs.
- Follow the documented controls and procedures to pay invoices via payment runs and make additional ad hoc individual payments if required.

Month end reconciliations

- Maintain Fixed Asset register in excel and reconcile to BC, checking that balances are correct.
- Post acquisition, depreciation, and disposal of fixed assets in BC.
- Maintain prepayments in excel and reconcile to BC, checking that outstanding balances are correct.
- Ensure purchase ledger is up to date for month end, i.e. all issues dealt with, and balances correct or flagged to manager.
- Liaise with other team members to ensure clarity around purchase ledger cutoff for month end postings.

Office administration

- Respond to purchase ledger related emails in the Finance Team shared inbox and ensure these emails are filed appropriately.
- Year end audit assistance, collating documents for auditors and answering queries about transactions, controls and processes.
- Checking and approving of payments made by others in the team, e.g. refunds and expenses.
- Maintenance of all purchase ledger filing (on paper, computer files and within BC) to ensure proper records are retained and documents/information can be easily found.
- Regularly update shared process notes to reflect current processes.

ABBUK

- Make payments, keep basic records of payments in excel and perform checks on bank details for ABBUK as instructed.

Additional Responsibilities:

- Champion the equity, diversity and inclusion principles in all aspects of the role.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- GCSE in Maths at a grade C or above (4-9) or equivalent
- Knowledge of Excel functions and formulae
- Previous knowledge of finance systems
- Understanding of book-keeping and reconciliation work
- Finance experience

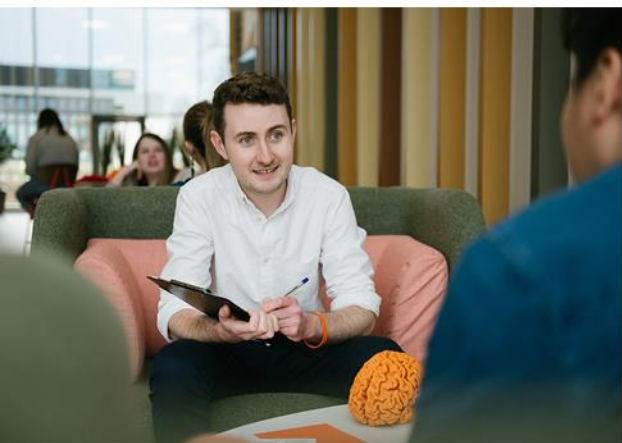
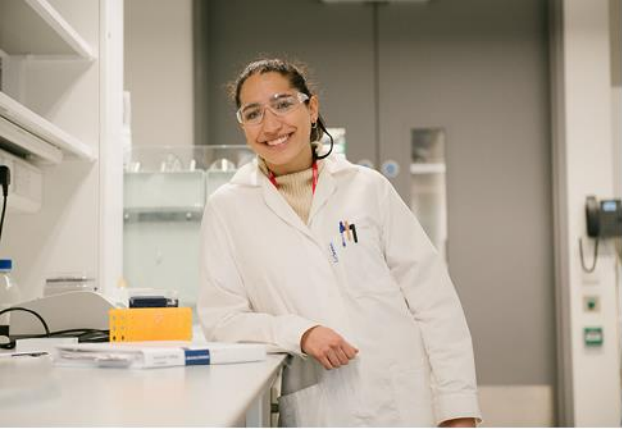
Desirable:

- AAT or other accounting/bookkeeping qualification or qualified by experience
- Knowledge of Microsoft Business Central (BC)

Skills and Personal Attributes:

Essential:

- Excellent attention to detail
- Strong organisational and time management skills
- Able to pick up tasks quickly and effectively
- Able to problem solve
- Proactive and helpful attitude
- Methodical approach to workload
- Able to work with a wider team across the organisation



WORKING AT ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises 'World Class' levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**
- Be **inspirational**
- Be **empowering**
- Be **aware** of our impact
- Work in a **collaborative** way
- Be **accountable**



BENEFITS

Alzheimer's Research UK would not be able to achieve its vision or accelerate progress towards a cure without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.



HOLIDAY ENTITLEMENT

Employees receive 25 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day's leave. There is also the option to buy up to 5 additional days holiday per year or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.



HEALTHCARE

Employees are offered **Private Medical Insurance**, a **Health Cash Plan**, **Life Insurance** and **Income Protection**. Our **Employee Assistance Programme** provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.



SICK PAY

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.



PENSION

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%.



CYCLE TO WORK SCHEME

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.



FAMILY FRIENDLY POLICIES

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.



LEARNING & DEVELOPMENT

My Learning, Our Breakthroughs programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.



TERMS OF APPOINTMENT

- Contract Type:** 6-month Fixed Term Contract, or on return of the substantive postholder
- Salary:** Circa £17,400 pro rata salary (£29,000 FTE 1) per annum
- Working Hours:** 21 hours per week
- Ways of working:** As part of our Agile ways of working you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office.

Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

OUR OFFICE

Our office is at 3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.





HOW TO APPLY

We value diversity and are committed to creating an inclusive culture where everyone can be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures, in particular those from ethnic minority backgrounds who are currently under-represented. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your CV will be anonymised. Please however note we are unable to anonymise the application question which you are required to complete. When answering this question please remove any personal information, including your name. All questions answered as part of your application are also anonymised and not shared with the hiring panel. The hiring panel will only be made aware of your name and address once you are invited for an interview. Should you need any adjustments at either the application or interview stage, then please contact us at recruitment@alzheimersresearchuk.org

To be considered for this role, please create an online account using our Online Recruitment Platform, via your desktop or mobile device, which can be accessed through our [Job Vacancies page](#). Once you have created your online account, you will be able to apply for this role, and can attach your CV. You will also be able to track your application, view other vacancies and sign up for future job alerts.

Your supporting statement should summarise the following:

- Why you are interested in applying for the role.
- How your skills, knowledge and experience meet the requirements of the person specification.

The closing date for applications is **27th October 2024**, with interviews likely to be held w/c **4th November 2024**. We would encourage you to submit your application at the earliest opportunity as the closing date may be brought forward at any time. Please indicate in your covering letter if you are unable to attend an interview on a certain date.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

CVs will be kept by Alzheimer's Research UK in line with the General Data Protection Regulations. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities and sign up for future job alerts.

TESTING POLICY

[Animal Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our Stem Cell testing policy at ARUK.