

# Finance Assistant



**Weston  
Park**

Cancer Charity

Together at every step.

### Working here

<b>Job location:</b>	Currently homebased with travel to Sheffield and the surrounding areas, including Weston Park Cancer Charity
<b>Hours:</b>	<b>37.5</b>
<b>Salary:</b>	<b>C £20k</b>
<b>Contract length:</b>	<b>Permanent</b>

### What we do

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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, advice 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

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- Ensure all fundraising and donation income is processed accurately and supporters are thanked appropriately.
- Ensure all consent information is updated in a timely manner.
- Ensure all purchase orders are uploaded into the accounts package.
- Ensure all purchase invoices are correctly posted and matched in the accounts package.
- Ensure that proper process has been followed before transactions are posted.
- Support the team with ad hoc work.

The job description is not an exhaustive list of all duties required of the postholder.

### What you do

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#### Income

- Accurately process all income, cash and cheques into our fundraising database in batches and send out the appropriate thank you letters within agreed timescale.
- Process all cash donations in accordance with our cash handling policy.
- Accurately process all donations from fundraising platforms e.g. just giving.
- Accurately process all donations received directly into the bank and acknowledge them appropriately and within agreed timescale.
- Process all supporter data and updates from batch paperwork, mailing returns and mailing respondents onto the fundraising database in a timely manner
- Raise invoices as required.
- Send all batches to cashiers following the correct procedures.
- Ensure all funds are banked in a timely fashion.
- Act as the first cash counter for cash batches.
- Take responsibility for the administration process of the charity's regular Direct debit giving programme.

#### Expenditure

- Process all purchase invoices through the relevant creditor accounts ensuring they have been properly authorised.
- Ensure creditor accounts are maintained with payments matched against invoices in a timely manner.
- Deal with purchase queries as required.
- Set up supplier accounts as required.
- Provide cover for Finance Executive.

#### Bank and cash

- Process all non-RE income in a timely manner.

#### Other

- Deal with general finance queries.
- Ensure that all activities and contacts inputted are accurately managed through WPCC systems and processes.

## Who you are

### Methods of Assessment:

A = Application

C = Certificate

I = Interview

R = References

T = Test/Presentation

	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
AAT Level 3 Qualification (or equivalent)	√		A/C
<b>EXPERIENCE AND KNOWLEDGE</b>			
Experience of using CRM system	√		A/I/R
At least two years' experience of using accounting system	√		A/I/R
Knowledge and experience of taking accounts to TB stage		√	A/I
Experience of manipulating large volumes of data to upload into another system.	√		A/I
<b>SKILLS</b>			
Ability to work to tight, shifting deadlines	√		A/I/R
Attention to detail, with high levels of accuracy	√		A/I/R/T
Ability to communicate well throughout the business	√		A/I
Strong IT skills including Advanced Excel, with MS office experience	√		A/I/T
Excellent analytical and problem solving skills	√		A/I/T
Ability to be flexible in an ever-changing environment	√		A/I
<b>ATTRIBUTES</b>			
Able to take initiative and work autonomously	√		A/I
Positive, resilient attitude	√		A/I

## Finance Assistant job description

Effective team player	√		A/I
Ability to communicate in an appropriate manner with different stakeholders	√		A/I
Ability to prioritise own work schedule to meet agreed deadlines	√		A/I/T
Ability to show sensitivity and objectivity with confidential issues	√		A/I

## How to apply

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**Closing date:** Monday 26<sup>th</sup> July 2021 09:00

**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](mailto:HR@wpcancercharity.org.uk)