

Finance Officer

Job Summary:	The Finance Officer is a critical new role within a small and enthusiastic team. The post is being recruited to support BTRS in maintaining financial procedures and systems, budgeting, management accounts and record keeping. We are looking for a highly motivated and experienced individual who can work independently and is able to identify and implement ways of improving working practices and processes.
Responsible to:	Charity Manager
Salary	£28,000 per year, pro rata
Hours:	15hrs p/w
Contract:	Permanent
Location:	Office based – 31 Otley Road, Headingley, Leeds LS6 3AA

Principal Responsibilities

Financial Administration

- Income management from a wide variety of sources including donations, fundraising, grants, sponsorship, online, collection tins and retail.
- Bookkeeping, including counting, banking and recording income, using QuickBooks online.
- Analyse and post online income, reconciling this to bank records.
- Expenditure management, including recording on QuickBooks online and processing payments.
- Update and maintain all financial information on Microsoft Dynamics CRM to enable fundraising reporting and effective stewardship by the team.
- Manage payroll and pensions for BTRS.
- Act as the main point of contact for accounts payable queries from suppliers and employees.
- Regular and accurate bank reconciliation.
- Prepare and file online Gift Aid returns.
- Maintain, update and manage legacy income.
- Generating and posting accruals and prepayment journals.
- Liaising with the fundraising and services teams to ensure accuracy of income and expenditure, providing them with ad hoc financial reports to help monitor budgets.

Finance Management & Reporting

- Finance lead for BTRS, responsible for ensuring financial controls are maintained.
- Liaise with the external accountants to produce annual management/statutory accounts and ensure all returns have been completed accurately and on time, e.g. HMRC and Charity Commission.
- Liaise with the external independent auditors to ensure our annual audit is undertaken timely and that reports are produced for the Board of Trustees.
- Engage confidently and credibly with finance experts.
- Review and develop financial procedures, ensuring compliance and best practice to SORP.
- Produce monthly and quarterly management accounts and other financial reports for the Charity Manager and Board of Trustees, as required.
- Monitor expenditure against budgets and manage cashflow.
- Work with the Charity Manager to review and set annual budgets and targets.

- Assist the Charity Manager with the development of strategy, business planning and strategic projects; developing projections and forecasting.
- Undertake regular financial analysis and monitoring, interpret trends, issues and risks.
- Manage the procedure for, and payment of, financial grants to patients.

General

- Assist the Charity Manager and Board of Trustees with any other ad hoc duties and reports as required.
- To actively participate in individual performance review and any training or development identified to further enhance your role with Brain Tumour Research and Support Across Yorkshire.

This Job Description is not intended to be exhaustive and it remains subject to change at any time to meet the changing needs of the charity.

Person Specification

Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of working within a finance role for at least 3 years. • Experience of preparing management accounts. • Strong financial and accountancy skills. • AAT qualification, or working towards this. • Experience of undertaking payroll. • Experienced in using an online accounts package (QuickBooks, Sage). • Good knowledge of financial procedures and regulations. • Excellent written and interpersonal communication skills, including telephone, email and face-to-face. • Advanced IT skills with good knowledge of Microsoft Office. • The ability to work as part of a team and independently. 	<ul style="list-style-type: none"> • Experience of working within charity finance. • Knowledge of Microsoft Dynamics CRM. • Knowledge of SORP.
Personal Characteristics	
<ul style="list-style-type: none"> • Upholds the values and mission of Brain Tumour Research and Support Across Yorkshire. • To be resilient to working in a high-pressured environment, dealing with emotional situations concerning our family's circumstances. • Willingness to understand the needs of the brain tumour community across the region. • Detail focused, you ensure everything is accurate and error free. • Keen interest in financial analysis. • A professional and accountable approach. • Confident and well presented. • Flexible approach to work. 	

About Brain Tumour Research and Support Across Yorkshire

Background

Founded in 2003 and originally named Andrea's Gift, Brain Tumour Research and Support Across Yorkshire (BTRS) is Yorkshire and Humber's leading brain tumour charity. Offering practical, financial and emotional support to both adult and child brain tumour patients, together with their families.

We fund brain tumour research in Yorkshire; we hope this research, dedicated to identifying new approaches to the discovery and treatment of brain tumours, will improve outcomes for patients.

At BTRS we are a small team who are growing to meet the needs of those affected by a brain tumour in Yorkshire. Around 12 new cases of primary brain tumour are diagnosed in the region every week.

Our Mission

We are a Leeds based charity funding brain tumour research in Yorkshire and supporting people across the region affected by a brain tumour.

Our Vision

We want to cure a devastating disease that affects so many people. Whilst we are waiting for a cure, we will provide the best patient and family support network in Yorkshire.

Our Key Aims

- Loving support: we offer an open door to a community who has been through this before
- Loving research: we fund next generation research because we want to find a cure

Successful candidates will be invited to a formal Interview on Tuesday 5th November 2019.

To apply please send the completed application form and signed GDPR consent form with a cover letter to:

Marie Peacock
Charity Manager
BTRS
31 Otley Road
Headingley
Leeds
LS6 3AA

Or email to: info@btrs.org.uk

Deadline for applications: 5pm on Monday 28th October 2019.

Application Feedback: Unfortunately, due to the large number of applications we receive, we are unable to provide feedback to those applicants who are rejected prior to interview.