

Sands Application Information

Finance Officer (Groups)

Based in Sands London office at

Victoria Charity Centre, 11 Belgrave Road, London SW1v 1RB

July 2018

About Sands

Every single day in the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life. However, there is much more work to be done to reduce the impact of stillbirth and neonatal death on parents, families and local communities.

Sands, the stillbirth and neonatal death charity, is a well-established and widely respected national charity that:

- Supports anyone affected by the death of a baby through our Helpline and our 100+ Groups nationwide across the four devolved nations.
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care by transforming the culture and practice of perinatal bereavement care through our accredited training programmes and resources.
- Promotes changes in care that could help to reduce the loss of babies' lives by funding high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

Sands is now focusing on how it can best support the invaluable work that is being delivered locally, across the charity's network of over 100 Groups to provide support, raise awareness of the issues surrounding stillbirth and neonatal death and to help disseminate public messages to reduce the number of parents and families impacted by baby loss.

With a renewed focus on internal organisation and the financial model required to support sustainable and effective growth, Sands is seeking to appoint a Finance Officer who is enthused by innovation to join the team at our London office and help to support our work across our Group Networks.

This is an especially exciting time to join the team at Sands as the charity repositions for growth, sustainability and success!

Find out more about our work at <https://www.sands.org.uk/>

Sands Benefits

Annual leave

Staff receive 28 days annual leave plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

Employee Assistance Service

As part of its commitment to employee wellbeing, Sands offers independent, free and confidential counselling and information telephone service. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan

Subject to qualifying criteria, Sands offers interest free loans to purchase season tickets for the journey between home and work.

Childcare Vouchers

Sands operates a childcare voucher scheme administered by Edenred, of the UK's leading providers of employee benefits.

Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

Pension (non-contributory)

Subject to eligibility, you will be automatically enrolled into the Aegon Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

Sands is a vibrant, growing charity!

Sands has grown its income by over 40% since 2012 and is focusing on long term growth, sustainability and success!

With a clear strategy to 2020, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity.

About the role

Sands highly values the work of all of its teams including the invaluable work delivered throughout the U.K. by our network of Groups and Volunteers who are supported centrally via offices based in Belfast (Portadown), London (Victoria) and Glasgow. The priority for this new and exciting role, based in London, Victoria, is to support the Finance and Networks & Volunteering teams at Sands to develop, complement and consolidate this work from a finance perspective. This will include contributing to the development, implementation and maintenance of an appropriate financial framework to support Sands' work across the Group Networks, including project planning, resourcing and fundraising activities.

This pivotal role will be central to a renewed focus on network activity which will support the work of Groups and Volunteers in local communities across the four devolved nations; ensuring that Sands meets the demand for local services and projects in a sustainable and viable way.

The role will have a 'people-first' focus while providing a responsive and high-quality response in meeting these needs which may range from supporting day-to-day banking arrangements, providing financial summaries and updates and ensuring that Groups and Volunteers are appropriately resourced to deliver Sands' services in their local communities.

Solid financial 'know-how' and strong people skills are therefore essential to this role, coupled with a demonstrable empathy with the values and aims of Sands.

To apply:

Please forward a copy of your CV, together with a supporting statement detailing how your knowledge, skills and experience meet the criteria set out in the person specification to recruitment@sands.org.uk by the closing date below. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications : 27 July 2018
Interview Date: w/comm 13 August 2018

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

Interviews will be held at: Sands central office, based in Victoria Charity Centre, 11 Belgrave Road, London SW1 v1RB.

Job Description

Job Title:	Finance Officer (Groups)
Responsible to:	Senior Finance Officer (Groups)
Location:	Victoria Charity Centre, 11 Belgrave Road, London SW1 v1RB.
Contract:	Part-time; Fixed Term to 31 March 2019
Salary:	£25,500 per annum pro rata, plus London weighting £3,400 pro-rata
Hours:	24 Hours per week: Monday to Friday

Main Purpose of Job:

Sands highly values the work of all of its teams including the invaluable work delivered locally by our network of Groups and Volunteers. The priority for this new and exciting role, based in London, Victoria is to support the teams at Sands to develop, complement and consolidate this work from a finance perspective. This will include contributing to the development, implementation and maintenance of an appropriate financial framework to support Sands' work across its Group Networks, including project planning, resourcing and fundraising activities.

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Principal tasks and responsibilities

This JD is not contractual and may change over time; responsibilities include but are not limited to:

- Working closely with colleagues across all departments, but especially the Networks & Volunteering team to establish excellent relationships with Sands Groups & Volunteers
- Providing a credible resource to Groups and Volunteers; being the 'go to' person for all finance issues which relate to Sands operations at regional level
- Liaising with, and supporting Sands' regional Network Coordinators regarding the management of Group Finances
- Acting as online banking 'intermediary'; enabling Groups and Volunteers to operate at local level
- Supporting the Internal Audit Function in terms of Group financial activity and analysis
- Processing invoices and issuing payments on behalf of Groups, such as volunteer travel and expense claims, supplier payments, etc.
- Overseeing the operations of Sands Group bank accounts on a day to day basis; including debit card and project activities
- Reconciling Group bank accounts and provide regular statements/financial summaries to Groups
- Coordinating designated Group Project Funds; supporting the budgeting and disbursement process
- Maintaining and updating essential database information in accordance with data protection legislation; ensuring contact details in SAGE are up to date, etc.
- Monitor and deal effectively with any Group queries as required
- Making effective contributions to cross-organisational meetings and projects, especially with regard to Group finances
- Providing flexible support to other colleagues, especially within the Finance & Resources Team, during busy periods such as annual audit, etc.

Person Specification

Essential Criteria	Assessment
A good communicator with strong interpersonal skills including a high standard of written and spoken English	Application & Interview
Strong team-working skills, able to work with minimum direct supervision and to learn new tasks and approaches quickly and also able to work on own initiative	Application & Interview
Finance qualification from a recognised provider	Application & Interview
Ability to communicate across a wide range of stakeholders – including those from non-financial backgrounds	Application & Interview
Strong analytical skills with good attention to detail, coupled with the motivation to meet deadlines.	Application & Interview
A flexible approach to work and the ability to tackle a wide range of projects	Application & Interview
Strong reconciliation skills with the ability to use automated systems to improve reconciliation efficiency	Application & Interview
Solid understanding of double entry book keeping and basic accounting principles	Application & Interview
Proven ability to calculate, post and manage accounting figures and financial records	Application & Interview
Data entry skills along with an aptitude for numbers	Application & Interview
Hands-on experience of financial / accounting software such as Sage L50	Application & Interview
Proficiency in MS Office packages; with excellent Excel skills	Application & Interview
Customer service orientation and negotiation skills	Application & Interview
Demonstrable experience of transferable skills acquired	Application & Interview
Empathy with Sands and its aims	Application & Interview