

Sands Application Information

Finance Officer (Groups and Teams)

April 2021

About Sands

Every day in the UK, 14 babies are stillborn or die shortly after birth.

Sands is the leading stillbirth and neonatal death charity and exists to reduce the number of babies dying and to support anyone affected by the death of a baby, before, during or shortly after birth.



Sands provides bereavement support services both nationally through its Freephone helpline, mobile app, online community and resources, as well as locally through a network of around 100 regional support groups based across the UK and run by trained befrienders.



Sands works in partnership with professionals, trusts and health boards and offers a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.



Sands promotes improvements in practice and supports research to better understand the causes of baby deaths and save babies' lives.

Sands raises awareness of baby loss and works with governments, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Over the past 43 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by over 40% since 2012 and is focusing on how we can make the biggest difference to the lives of bereaved families and save babies' lives. To find out more, visit www.sands.org.uk

our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

Sands Staff Benefits

Annual leave

Staff receive 28 days annual leave per annum pro rata, 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.

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 Scheme

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, 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. The priority for this exciting role is to support the Finance and 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, 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.

A true team player, you will have strong analytical and reconciliation skills plus demonstrable experience of using spreadsheets and accounting software, particularly Sage L50.

To apply:

Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to recruitment@sands.org.uk. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications: 22nd April 2021

Interview Date: w/c 3rd May 2021

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held online.**

Job Description

Job Title:	Finance Officer (Groups & Teams)
Responsible to:	Finance Manager
Location:	Working from home
Contract:	Permanent, full-time
Salary:	£30,000 - £32,000 per annum plus £312 Home Worker Allowance
Hours:	35 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 role is to support volunteers in their activities and the finance department to make timely and accurate postings of Groups financial activities. This will include contributing to the maintenance of an appropriate financial framework to support Sands' work across regional networks and local groups.

In addition to basic financial skills, people skills are key to this role as it will involve substantial engagement with volunteers.

Principal tasks and responsibilities

Responsibilities include but are not limited to:

- Working closely with colleagues across all departments to establish excellent relationships with Sands Groups, Teams & Volunteers
- Processing invoices (including applying the appropriate coding according to the Groups Financial Guidance) on behalf of Groups, such as volunteer travel & expense claims, supplier payments, etc.
- Overseeing the operations of Sands Groups, Regions and Teams bank accounts on a day to day basis; including debit card and project activities

- Processing of Group, Region and Sands United teams income
- Reconciling Groups and Teams bank accounts on a monthly basis.
- Distributing, filing and posting ePCS (card) statements and supporting receipts.
- Maintaining and updating database information in accordance with data protection legislation; ensuring contact details in SAGE are up to date, etc.
- Providing flexible support to other colleagues, especially within the Finance Team, during busy periods such as annual audit, etc.
- To perform any other duties reasonably asked by of the Finance Manager or Director of Finance & Resources.

This job description is not contractual and is liable to change over time

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 and team management skills, able to work and to learn new tasks and approaches quickly and also able to work own initiatives	Application & Interview
Knowledge of double entry bookkeeping	Application & Interview
Significant relevant experience of charity finance	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 across multi-disciplinary teams	Application & Interview
Strong reconciliation skills	Application & Interview
Solid understanding of double entry book keeping and basic accounting principles	Application & Interview
Data entry skills along with an aptitude for numbers	Application & Interview
Hands-on experience in operating spreadsheets and accounting software, such as Sage L50	Application & Interview
Committed to delivering high quality customer service	Application & Interview
Empathy with Sands and its aims	Application & Interview
Familiar with MS Word and Excel	Application & Interview
Finance / Business degree or finance qualification from a recognised body	Application