

Sands Application Information

Senior Finance & Resources Administrator

About Sands

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

- Supports anyone affected by the death of a baby
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care
- Promotes and funds research and changes in care that could help to reduce the loss of babies' lives.

Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.

Since that time Sands has supported many thousands of families whose babies have died, offering emotional support, comfort and practical help. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK.

Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, more than 5,700 babies are stillborn or die within the first 28 days of life every year.

Bereavement support for parents who have lost a baby and working in collaboration with health professionals, remains at the core of everything that Sands does. Sands also aims to ensure that there are fewer bereaved parents to support.

Find out more about our work: www.uk-sands.org

Sands Benefits

Pension (non-contributory)

We consider it important to encourage people to save for their retirement and as such provide staff with a 3% pension contribution, rising to 5% after 3 years' service, which is paid into an Aegon Personal Pension. Auto enrolment to the scheme will commence from 1 January 2016.

Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available.

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

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

About the role

An opportunity for an extremely well-organised and pro-active Senior Administrator has arisen in Sands' Finance & Resources Department. This focus of this role is to ensure the efficient and effective running of the Department's administrative processes, with specific responsibility for Human Resources.

You will have excellent verbal communication skills with the ability to deal appropriately and professionally with a range of stakeholders, including bereaved parents, Sands Trustees and members plus staff and external suppliers. You will have demonstrable ability and proven experience in reconciling financial transactions, supporting non-profit Boards and maintaining sensitive and confidential records, ensuring compliance with best practice throughout. In addition, you will be able to produce written work of a high standard including email correspondence and letters to a wide range of internal and external stakeholders.

The ability to manage multiple work streams and meet deadlines under pressure is essential, as is the ability to be able to deal with extremely sensitive issues in a confidential, discrete and empathetic manner.

To apply:

Please return the completed Application Form and Equal Ops Monitoring Form to recruitment@uk-sands.org by the closing date below (please note that CVs will not be accepted):

Closing date: 5pm on 16th October 2015

Interview Date: Friday 23rd October 2015

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

Interviews will be held at our Head Office: Sands, 28 Portland Place, London, W1B 1LY

If you require further information, please contact Robert Harvey, Senior HR Officer on 0203-598-1953, or Danyanne Quemper, Head of Finance and Resources at danyanne.quemper@uk-sands.org

Job Description

Job Title:	Senior Finance & Resources Administrator
Responsible to:	Senior HR Officer
Responsible for:	Finance, HR & Front of house
Location:	Sands Head Office, 28 Portland Place, London, W1B 1LY
Contract:	permanent
Salary:	£27,405 per annum (including £3,350 LWA)
Hours:	35 per week (9.30 – 5.30pm)

Purpose of Role and Accountabilities	
To provide support to the Finance and Resources Team and ensure an effective and efficient administrative service, with specific responsibility for Human Resources administration.	

Accountabilities:	
<p><i>Finance and Resources Administration</i></p> <ul style="list-style-type: none"> • Coordinate specific areas of procurement within the organisation, such as stock and stationery • Reconcile all credit card statements for the organisation and produce relevant reports • Support Income Processing in accordance with Charity Commission guidelines. • Deputise for the Assistant Company Secretary to support and service board meetings e.g. prepare papers, take minutes etc. • Coordinate and record staff travel requirements • Produce statistics and ad-hoc reports as required <p><i>HR Administration</i></p> <ul style="list-style-type: none"> • Ensure the organisation complies with relevant data protection legislation in maintaining employee records • Produce induction programmes for new staff, liaising with line managers etc. as required, ensuring all new staff have appropriate access to IT systems etc. • Undertake recruitment administration tasks e.g. informing candidates of interview arrangements, producing interview packs etc. • Ensure all necessary pre-employment checks are obtained in accordance with Sands' recruitment policy Respond to general HR enquiries, referring to relevant HR policies when required • Maintain manual and computerised HR records and filing systems, and input data relating to starters, leavers etc. into HR database and set up/archive HR files • Produce sickness and establishment reports using Sands' HR database 	

Other Administration Responsibilities

- Ensure an efficient, friendly and professional reception service for all visitors to Sands.
- Deal with all incoming enquiries from bereaved parents and healthcare professionals in a sensitive and empathetic way
- Provide reports and statistics from various databases within the organisation
- Support Events Management and other activities at Sands
- Provide support to the Finance and Resources Team and the wider staff team, as required.

Knowledge, Skills & Experience	
Critical Skills	
<ul style="list-style-type: none"> • Excellent verbal communication skills, including the ability to deal professionally with a range of people including bereaved parents, Sands staff and members, Trustees, job candidates and external donors/fundraisers – both face to face and by telephone • Able to manage work streams simultaneously and meet deadlines under pressure • Able to write clearly and accurately, including corresponding by email and letter with a range of internal and external stakeholders • Able to exercise discretion when dealing with confidential, sensitive and personal data 	

Other Skills and Experience required	
<ul style="list-style-type: none"> • Numeracy skills and the ability to work within established financial procedures • Good planning and organisational skills, with excellent attention to detail • Experience of providing general administrative support and maintaining office systems • Experience of using a range of software packages including MS Office (e.g. word processing, spreadsheets and databases) plus MS Outlook • Experience of working in a similar organisation/environment 	

Competencies and Qualifications	
Competencies	
<ul style="list-style-type: none"> • Work flexibly on own initiative and have good time management skills • Demonstrate a pro-active approach and solve issues and problems where required, referring to Line Manager where appropriate • Communicate effectively across a wide range of stakeholder groups • Monitor and maintain high standards of accuracy and record-keeping • Maintain a high level of confidentiality regarding sensitive and confidential information • Commit to and work within the aims, principles and policies of Sands • Promote Sands' vision and values, distinct from any personal opinions 	

- Commit to and understand equality opportunities and diversity
- Able to engage with a wide range of stakeholder groups on behalf of Sands

Qualifications required

- Good general level and standard of education required

Performance Measures

- Ensure accuracy in the compilation of financial and HR records
- Ensure that all work is completed in accordance with agreed deadlines and regularly consult with the manager concerned to support this
- Ensure that all incoming calls dealt with appropriately and in an empathetic manner; supporting callers requiring assistance from other Sands staff or departments
- Ensure that confidential information relating to individual staff members is handled appropriately and in accordance with Sands' policies
- Ensure accuracy and completeness when compiling financial and HR records
- Ensure that any correspondence drafted is of the required standard, with a high standard of grammar and presentation, and complies with Sands 'house style'

In order to maintain effective services, you may be required to undertake any other reasonable task, which is broadly consistent with those in this document and could be expected within the remit of this role and within your level of skills, experience and knowledge, as determined by your Head of Department.