

FINANCE OFFICER TINY TICKERS

Contract: Permanent
Hours: Negotiable, 16 to 24 hours per week, flexible days/times
Salary: £25,000 pro rata
Location: Home working from within the UK, very occasional travel required

INTRODUCTION

Tiny Tickers helps give babies with congenital heart disease a better start in life – by improving detection rates, training medical staff, raising awareness, providing information and support to families, and supporting academic research. We're a small national charity with big ambitions. We have a proud track record and are continually growing our impact.

We're recruiting a Finance Officer to oversee our day-to-day financial processes and accounting. This is crucial role that will work closely with all members of our small team and is a fantastic opportunity for an enthusiastic, motivated and skilled individual to take on a flexible role that will make a real difference to our ability to help babies with serious heart conditions and their families.

This is a new staff position as we increase our small team (currently eight people – 5.5 full-time equivalents), so we have the resources needed to do even more to help babies with congenital heart disease, their families, and the health professionals who look after them. All our roles are homeworking, with the team spread across the UK.

ROLE AND RESPONSIBILITIES

The Finance Officer's key responsibilities will include:

- Performing all day-to-day bookkeeping duties, updating the bank feed and reconciliations, maintaining our accounts system (Sage), providing regular reporting to the CEO and Head of Fundraising & Communications.
- Maintaining all necessary accounting records including invoices, expenses, payments and transactions.
- Managing core ledgers and processing transactions.
- Producing invoices and ensuring all bills and expenses are paid and accounted for.
- Reporting on accounts payable and receivable, and follow up on payments and collections.

- Producing month end information for our external payroll providers, and internal allocations.
- Completing VAT, Gift Aid and other reports.
- Ensuring any capital assets are correctly recorded, valued, depreciated and reported.
- Preparing calculations of accruals and prepayments.
- Supporting our Treasurer and our external auditors with their enquiries, and helping produce our annual report and accounts.
- Preparing monthly reports, comparing actual income and expenditure to budget.
- Assisting with the correspondence with donors and the administration of funds received, including maintenance of records on our database (Salesforce).
- Helping to administer our online fundraising platforms.
- Supporting our fundraising team with the financial aspects of significant fundraising campaigns.
- Collaborating closely with colleagues to support them with financial matters, including troubleshooting payments and donations.
- Helping to set and monitor project budgets.

PERSON SPECIFICATION

Our ideal candidate is someone with **bags of enthusiasm, a strong work ethic and a friendly and trustworthy attitude**. Someone who can slot into our small staff team and show a **commitment to our cause, and empathy with our beneficiaries**. These are the most important attributes.

We'd expect candidates to:

- Have suitable financial knowledge including a strong understanding of finance systems and management accounting processes.
- Have an appropriate qualification – in full or part – in accountancy.
- Be proficient in accounting software and Excel spreadsheets.
- Be comfortable with the financial systems typical of a small organisation, including financial monitoring and reporting to a range of different funding sources.
- Have some experience of managing project finances and reporting outcomes.
- Be honest and reliable.
- Have excellent organisational and administrative skills.
- Have excellent verbal and written communication.
- Be capable of working as an individual, and as part of a team – using your own initiative when appropriate and also seeking guidance when needed.
- Have the ability to multi-task, working on a number of projects at the same time.

- Be able to work from home, managing priorities and self-motivating.
- Be able to build strong relationships.
- Have strong computer skills.
- Have the willingness to travel within the UK to attend meetings or events on rare occasions.

And the cherry on the top would be if you also have one or more of these:

- Experience of working with Sage accounting software.
- Experience of working with Salesforce.
- Experience of working in the charity sector.
- Knowledge of congenital heart defects.

This job description is not exhaustive and other responsibilities may be agreed as appropriate.

THE RECRUITMENT PROCESS

We are committed to working towards ensuring Tiny Tickers is a diverse and inclusive organisation, and we welcome applications from everyone regardless of race, age, gender, ethnicity, sexual orientation, faith or disability.

We will be following these principles in our recruitment process:

- Candidates who are invited for interview will be sent interview questions in advance. We believe this gives you the best chance of showing your true self at interview.
- All reasonable adjustments will be made during the application and interview process for candidates as required.

We will be holding interviews once the application period is complete. We will decide prior to the interview date whether to hold these via video conferencing or in person, depending on the latest guidance regarding the COVID pandemic, and the considerations of all involved.

HOW TO APPLY

If you'd like to join our team, please email your CV and a supporting statement to jobs@tinytickers.org. Your supporting statement should be no longer than two sides of A4, and should include answers to the following three questions:

1. Why are you interested in this role?
2. Which criteria in the personal specification do you feel particularly well-matched with, and why?

3. Describe an achievement that you are particularly proud of. It can be from your aspect of your life, including if you wish your experience of work, education or volunteering.

The deadline for applications is the end of Friday, January 21st, 2021. We'd love to hear from you. Thank you for your interest!