

# Job Description

## Finance Officer

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|--------------------------------|---|
| <b>Reports to:</b>             | Director of Finance & Corporate Affairs   |
| <b>Hours:</b>                  | 21 hours per week                         |
| <b>Location:</b>               | Montgomery House, Belfast                 |
| <b>Campaign Service/Cause:</b> | Finance                                   |
| <b>Remuneration:</b>           | £28,437 - £30,616 Pro-rata (FTE 35 hours) |

## About the Post

Cancer Focus Northern Ireland is looking for a proactive and organised Finance Officer to join our busy Finance team. This key role supports the smooth operation of the Finance Department through a variety of finance and administrative tasks, including income processing, accounts payable, and financial record-keeping.

The successful candidate will have experience working in a finance environment, maintaining accurate records, and dealing with queries from both internal and external stakeholders.

This is a varied and rewarding position, suited to someone who enjoys working collaboratively, can manage competing priorities, and is eager to contribute to an organisation that supports local people on their Cancer journey.

## Key Responsibilities

- Sorting, counting and lodging of all monies received
- Processing and coding purchase invoices, staff and volunteer expenses
- Processing supplier payment runs
- Processing sales invoices and follow-up credit control function
- Supporting with input of batches of income to Raisers Edge
- Assisting with preparation for annual audit
- Inputting credit card donations as received
- Processing corporate credit card transactions/journals to Sage 50
- Administer and reconcile petty cash
- Answer finance correspondence and enquiries received via accounts inbox and from the Cancer Focus NI staff team
- Maintain a good filing systems on SharePoint
- Provide administrative support to HR Officer as required
- To learn other duties carried out in the Finance team in order to provide holiday/absence cover for other members of the team
- Undertake any other duties which are commensurate with the duties and responsibilities of the post

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

# Person Specification

## Finance Officer

The below specification shows the essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

### Essential Criteria

#### Qualifications

- GCSE Maths and English or equivalent

#### Experience

- Relevant experience in a finance office

#### Skills

- Excellent interpersonal, team-working and communication skills
- Computer literate in MS office suite, spreadsheets and accountancy software
- Ability to use own initiative and manage competing priorities

### Desirable Criteria

#### Qualifications

- A recognised accountancy qualification (ATI or similar)

#### Experience

- Experience of all aspects of sales and purchase ledger transactions, including processing of invoices, payments/receipts, journals
- Experience of coding invoices and other transactions for posting to the General Ledger
- Experience with Sage 50 accounts
- Minimum of two years relevant experience in a finance office

# Additional Information

## Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit)
- Satisfactory Basic Access NI check
- Satisfactory reference checks
- 12 months probationary period
- Evidence of relevant academic and professional qualifications

## Benefits

- Flexible working policy
- 25 days Annual Leave, plus 12 statutory days (pro-rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Life Assurance
- Healthcare Plan

## Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications are dealt with in accordance with the Disability Discrimination Act. A person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## Application Process

The closing date/time for submission of CV and cover letter is 5.00pm, 22nd May 2025.

**Interview dates: Week commencing 2<sup>nd</sup> June 2025**

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: [hradmin@cancerfocusni.org](mailto:hradmin@cancerfocusni.org) or, mailed to:

**Human Resources, Cancer Focus NI, 40/44 Eglantine Avenue, Belfast, BT9 6DX**

**We cannot accept Applications received after the closing date/time.**

## Guidance Notes on Applying for our role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

## Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards ([hradmin@cancerfocusni.org](mailto:hradmin@cancerfocusni.org)) or phone 028 9066 3281.