

## Job Description

### Our charity

We're Breast Cancer Now, the charity that's steered by world-class research and powered by life-changing care. We're here for anyone affected by breast cancer, the whole way through, providing support for today and hope for the future.

If we all act now, by 2050, we believe everyone who develops breast cancer will live and have access to the care to live well.

<b>Job title</b>	Finance Assistant, Income
<b>Directorate</b>	Corporate Services
<b>Team</b>	Finance
<b>Job title of reporting manager</b>	Senior Finance Officer, Income
<b>Job title(s) of direct reports</b>	None
<b>Document created (Month and Year)</b>	August 2021

### Overview of directorate

The Corporate Services Directorate consists of the Finance, IT, People and Organisational Development (P&OD), Facilities, Legal, Compliance and Governance teams.

The Directorate provides a professional support service which enables the Charity to work towards achieving its strategic objectives through legal compliance and business planning and in its professional dealings with internal and external stakeholders; following good business and sector practice.

This role sits within the Finance team and supports the charity and its subsidiaries in the efficient and effective running of all aspects of financial operations, addressing all issues of a finance nature and providing all relevant financial information to meet internal and external demands.

### Job purpose

To predominantly support the income processing for Breast Cancer Now, but will also be expected to be involved in the expenditure cycle where necessary. This role involves making sure transactions are accurately and promptly recorded on the finance system (Open Accounts) as well as dealing with general finance queries which arise from the rest of the charity.

## **Key tasks and duties**

### Income cycle

- To raise Sales Invoices onto the sales ledger as required.
- To assist with credit control process.
- To work closely with our Supporter Care team to batch income on the donor management CRM system, Unity.
- To post all bank transactions on the finance system, Open Accounts.
- To assist with reconciliation of income control accounts within agreed financial procedures.
- To count cash collections and complete the reconciliation.
- To bank cheques and cash received.
- To complete bank reconciliations as required
- To assist with training and induction of non-financial colleagues
- To deal with internal and external accounting queries as directed.
- Management of the accounts receivable mailbox.

### Experience cycle

- Assist accounts payable where necessary with processing purchase invoices and payment runs.

### General responsibilities

- To adhere to Breast Cancer Now's Health, Safety and Wellbeing Policy and Procedure.
- Any other duties that are within the scope and remit of the role and as agreed with your manager.

## Person Specification

### Qualifications and Experience

It is **essential** for you to have the following qualifications and experience:

- Of working within an accounts department
- Basic understanding of accounting processes
- Good level of general education with GCSE's (or equivalent) in Maths and English

It is **desirable** for you to have the following qualifications and experience:

- With CRM Systems
- Familiarity with the accounting software Open Accounts or similar
- Studying towards an accounting qualification

### Skills and Attributes

It is **essential** for you to have the following skills and attributes:

- Good communication skills, both oral and written
- Good numeracy skills and attention to detail
- Good IT skills including MS Office and Excel
- Ability to work well within a team and independently
- Ability to organise workload and meet deadlines
- Able to respond effectively to changing priorities
- A courteous and professional disposition
- Commitment to continuing personal development
- Good problem-solving ability
- Flexible and adaptable to different working environments as we work remotely and, in an office

It is **desirable** for you to have the following skills and attributes:

- Take an interest in the issues surrounding the research and care into Breast Cancer

### Knowledge

It is **essential** for you to have the following level of knowledge:

- Good Microsoft Excel knowledge

## Role Information

### Key internal working relationships

You will work closely with the following:

- Other Finance team colleagues
- Fundraising, Communications and Engagements teams
- Research team

### Key external working relationships

You will work closely with the following:

- Suppliers
- Customers
- Admin departments at our Bankers (Barclays)

### General information

<b>Location of role</b>	Although the role is based in our London office, Breast Cancer Now will be following a blended approach between office and home working with a minimum of two days per week in the office for full-time staff members. The address of the office is Ibex House, 42-47 Minories, London EC3N 1DY
<b>Hours of work</b>	35 per week, Monday to Friday
<b>Contract type</b>	Permanent
<b>Medical research</b>	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives.
<b>Conflict of interests</b>	You will be obliged to devote your full attention and ability to your paid duties. You should not engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
<b>Immigration, Asylum and Nationality Act 2006</b>	You should not have any restrictions on your eligibility to indefinitely work or reside in the UK.