



Registered charity 1043603

## Finance Assistant

### Job Description and Personal Specification

<b>Line Manager</b>	Finance Business Manager
<b>Location</b>	30-32 Upper Maudlin Street, Bristol BS2 8DJ
<b>Team</b>	Operations and Services
<b>Terms</b>	Full-time, 35 hours
<b>Salary</b>	c.£21,000 DOE

### Summary of Role

Work for The Grand Appeal and you'll do more than just a job. The work we do really makes a difference and together, we have the power to change lives.

As the Bristol Children's Hospital Charity and the special care baby unit at St Michael's Hospital, we're there every step of the way for sick children and their families. From the moment a child arrives at the hospital, our support workers offer comfort and advice; we give parents and siblings a free, comforting place to stay; provide daily music therapy sessions and arts and play activities; and fund the pioneering equipment and research that save lives.

We're a multi-award winning organisation, providing a wide range of support to patients, families and staff. We work on a local, regional and national level to raise money and engage with a range of fundraisers and partners in support of our cause and to build our brand.

But that's not all - we do more than you think, working across the fundraising, retail, commercial, and operations and services industries. We also run the most successful charity arts trails in the world through Gromit Unleashed, engaging fans in Bristol, the UK, and around the world with truly innovative fundraising events. Whether we are delivering life-changing projects or creating new fundraising concepts, we are constantly developing creative ways to raise more money to help more children.

As one of Bristol's most loved charities with significant local and international impact, The Grand Appeal is now at an exciting stage. Having generated over £50 million to support the hospital, and dedicated to continuous growth, we are diversifying to create an exceptional opportunity to join our team in a created role of Finance Assistant.

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The post holder will have at least 2 years' experience in a financial role and be a conscientious and dedicated finance professional, with the ability to work alongside and communicate with all teams throughout the organisation.

Responsible for maintaining and establishing new finance processes, working alongside the Finance Business Manager to implement new reporting and financial analysis. You will provide confident and innovative finance solutions across the organisation which will support our organisation and help generate additional funds for the charity.

## Key tasks and responsibilities

### Finance

- Reconciling and processing all donations to the charity from all income streams e.g. cash, online, bank
- Organising and managing all invoice and gift records
- Assisting with financial reporting & analysis
- Investigating and resolving financial queries – internal and external
- Reconciliation and processing of trading subsidiary finance
- Reconciling and banking of gifts
- Reconciling the petty cash processes
- Assist the Finance Business Manager
- Assisting the Operations and Services team

### Other tasks

- Keep abreast of charity law and abide by the Charities Act, Fundraising Regulator, Institute of Fundraising Code of Practice, Gambling Commission, VAT, Gift Aid and General Data Protection Regulation.
- Carry out other tasks and duties as required, to support colleagues across the organisation.

**This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. Whilst they list some key tasks there will also always be tasks that arise and which can be reasonably expected of the role.**

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.

## Personal Specification

E = essential

D = desirable

### Experience and knowledge

Importance	Criteria	Assessment
E	Understanding of the principles of good finance	Application Interview
E	Experience in working in a Finance role minimum of 2 years	Application Interview
E	Experience using databases to record accurate and up-to-date information	Application Interview
E	Experience of undertaking projects independently	Application Interview
D	Experience working in a charitable organisation	Application Interview
D	Understanding of Gift Aid, VAT, Gambling Commission legislation and General Data Protection Regulation	Application Interview

### Skills and abilities

Importance	Criteria	Assessment
E	GCSEs (or equivalent) Maths, Science, English A-C	Application
E	Empathy with the aims, objectives and activities of the charity	Application Interview
E	Good IT skills; confident in the use of Microsoft Office, CRM databases	Application Interview
D	Knowledge of the accounting database SAGE.	Application Interview
E	Excellent organisational and time-management skills with the ability to prioritise conflicting demands whilst maintaining accuracy and attention to detail	Application Interview
E	Excellent verbal and written communications skills with ability to build and maintain relationships, particularly with suppliers, volunteers and team members	Application Interview
E	Ability to work both autonomously and as part of a flexible team and to contribute towards wider objectives	Interview
E	Energetic, self-motivated and able to use initiative	Interview
E	An approach to mirror our values: supportive, professional, collaborative, creative and confident	Assessment process
D	Basic awareness of hospital fundraising within the UK	Interview

### Other requirements of the role

Importance	Criteria	Assessment
E	Prepared for occasional travel to events and work outside of normal working hours and role. TOIL will be provided in most circumstances.	Application

Please complete the CV Cover Sheet below and send along with your CV and covering letter stating why you think you would be suitable for this role.

The closing date for applications is Monday 10<sup>th</sup> December, 9am with interviews being held w/c 7th January.

Please return your completed application to [jobs@grandappeal.org.uk](mailto:jobs@grandappeal.org.uk)

### CV COVER SHEET

Name \_\_\_\_\_

Job applied for \_\_\_\_\_

Relevant skills and experience – 700 words max:

Qualifications

What makes you the ideal candidate for this role? (700 words max.)

Current employer/ role/ length of contract:

Current salary/ contract length/ notice period length:

Salary expectations £ \_\_\_\_\_

How did you hear about the vacancy? \_\_\_\_\_

Do you need a work permit to work in the UK? YES/ NO

You must agree to the following data protection statement and to our privacy policy in order to process your application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Data Protection**

Your data will be held in accordance with the General Data Protection Regulation.

The information you provide will be used to progress your application during the application process, if your application is successful, to administer your personnel record.

You consent to The Grand Appeal processing data relating to you for legal, personnel and administrative purposes and in particular to the processing of any sensitive personal data (as defined in the General Data Protection Regulation) relating to you, including in order to comply with legal requirements and obligations to third parties such as regulatory bodies and criminal records checking.

The Grand Appeal may make such information available to those who provide products or services to The Grand Appeal (such as advisers and payroll administrators), regulatory authorities and as may be required by law.

You can view our privacy policy at [grandappeal.org.uk/privacy-policy](https://grandappeal.org.uk/privacy-policy)