



Finance Assistant

Job Description and Personal Specification

Job Title	Finance Assistant
Line Manager	Finance Business Manager
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ
Terms	Permanent, Part-Time (minimum 21 hours per week) Office-based
Salary	£23,000 to £25,500 FTE DOE

Summary of role

As the multi-award-winning charity supporting Bristol Children's Hospital and St Michael's Neonatal Intensive Care Unit, we fund cutting-edge equipment, pioneering research and family support that helps to save the lives of young patients every day. We are also creating the UK's first Patient Hotel for children and their families. Our work is pioneering, innovative and has national impact on children's healthcare.

In our creative partnership with Aardman, the world-famous studio behind Wallace & Gromit, we're known for our extraordinary fundraising campaigns, most recently Gromit Unleashed 3, which captured hearts across the West Country and across the world raising a record-breaking sum for The Grand Appeal, the Bristol Children's Hospital Charity.

Now, following that incredible success, our team continues to grow and we're looking for a motivated and meticulous Finance Assistant to help us make an even greater impact. There's never been a more exciting time to join us.

If you're looking for a role where your skills matter and where you'll work alongside people who truly care, we'd love to hear from you.

Apply now to join The Grand Appeal where every penny counts, and every job makes a difference.

**Raising money for Bristol Children's Hospital
and The Neonatal Intensive Care Unit | grandappeal.org.uk**

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About the role

This is a fantastic opportunity to bring your skills and enthusiasm to one of Bristol's most loved charities.

You'll join our friendly and busy **Finance Team**, playing a vital role in keeping our finances running smoothly. From processing invoices and donations to maintaining accurate records and resolving queries, you'll ensure every pound we raise is carefully managed, helping to power everything from lifesaving equipment to family accommodation.

No two days are the same here. You'll work across the charity, supporting colleagues and projects that make a real difference to children and families when they need it most.

What you'll do

- Process all charity invoices and receipts on **SAGE**
- Process and input all donation income on **SAGE** and **Raiser's Edge** (our supporter database)
- Keep accurate financial records, both digital and paper
- Investigate and resolve financial queries efficiently and professionally
- Co-ordinate petty cash and support weekly bank deposits
- Assist the Finance Business Manager and wider team with ad-hoc financial and administrative tasks
- Stay up to date with charity finance and governance best practice

About you

You'll have:

- Previous experience in a finance or accounts role
- Excellent attention to detail and accuracy
- Confidence using finance software (experience with SAGE preferred)
- Strong organisational and communication skills
- A proactive, can-do attitude and a willingness to learn
- A genuine enthusiasm for working as part of a creative, mission-driven team

Most importantly, you'll take pride in knowing that your work directly supports sick children and their families every day.

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What we offer

The Grand Appeal is a dynamic, supportive and rewarding place to work. With approx. 45 talented, passionate and creative colleagues, we're a close-knit team united by one goal: to make a difference. We have a fun, creative team culture inspired by our partnership with Aardman.

Our benefits include:

- Competitive salary
- Generous holiday allowance
- Healthcare plan (after probation)
- Pension scheme (including salary sacrifice option)

Wider responsibilities

- A commitment to personal and team growth and learning
- Working within General Data Protection Regulation guidelines
- Representing the charity at fundraising events
- Providing regular support for the operation of our stall in Bristol Children's Hospital, selling merchandise and liaising with potential supporters
- Carrying out other tasks/duties to support teams and 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 charity. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. While 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. As such, we expect all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.

How to apply

Complete the application form and send to jobs@grandappeal.org.uk with a copy of your CV.

The closing date/time for applications is midnight on Sunday 23 November.

For an informal discussion, please contact Huw Magill, Finance Business Manager, at hello@grandappeal.org.uk

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Personal specification

E = essential

D = desirable

Experience and knowledge

Importance	Criteria	Assessment
E	Experience of delivering basic finance processes	Application Interview
E	Experience of delivering good attention to detail, accuracy, and time management	Application Interview
E	Experience of communicating with people at all levels	Application Interview
D	Experience of working in a Finance or Accounts Assistant role	Application Interview
D	Experience of using Sage Accounts	Application Interview
D	Experience of using Raiser's Edge or similar charity fundraising database	Application Interview
D	Background or training in Finance or Accountancy	Application Interview
D	Experience in the charity sector on a paid or voluntary basis	Application Interview

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Skills and abilities

Importance	Criteria	Assessment
E	Strong numerical skills	Application Interview Assessment Process
E	Strong administrative skills	Application Interview Assessment Process
E	Proficient in Microsoft Office, especially Excel	Application Interview
E	Commitment to continuing professional and personal development	Application Interview
E	Excellent interpersonal skills	Application Interview
E	Ability to work as part of a flexible team and to contribute to group and individual targets	Application Interview

Other requirements of the role

Importance	Criteria
E	Working flexibly and providing support for the wider team
E	Complete annual appraisals and shape personal development through annual reviews
E	Complete mandatory training as required by the charity
E	Prepared to travel to events and work outside of normal working hours. TOIL will be provided in most circumstances
D	Full UK driving license and access to a car

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