



Recruitment Information Pack

Finance Officer
(Temporary - with the possibility
of being made permanent)





Contents

Introduction	2
Our Story to Date	3
Our Mission	3
Our Services	4
Our Vision	5
Our Values	5
Organisational Structure	6
Job Description	7
Person Specification	9
Terms and Conditions of Employment	11
Additional Information	12

Introduction

Dear Applicant

Thank you for your interest in the role of

Finance Officer

(Temporary - with the possibility of being made permanent)

at Cancer Focus Northern Ireland. This Information Pack includes information about Cancer Focus NI, sets out the process for recruitment and outlines the qualifications, skills and experience we are seeking.

Cancer Focus NI is a local voluntary organisation that aims to eliminate cancer, where possible, and reduce its impact on our society. We were Northern Ireland's first cancer charity and in 2019 we celebrated our 50th Anniversary. Since our founding we have had four main pillars of endeavour: **cancer prevention, services to people affected by cancer, funding local cancer research and campaigning and advocacy work.** While we have stayed true to our founding principles, how we have delivered on our mission has grown and developed over the years.

We invite you to read through this Information Pack and understand more about the role and the person we are looking for. If you wish to apply for this role, please ensure you submit an up-to-date, accurate copy of your CV before the application deadline.

The change and impact we make is defined about how we work and what we value. If you feel you have the relevant skills, qualifications, experience and shared values base for this role, we would very much welcome your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Richard Spratt', with a long horizontal flourish extending to the right.

Richard Spratt

Cancer Focus NI

Our Story to Date

Cancer Focus NI was established in 1969 initially to fund cancer research in Northern Ireland. The founding members very quickly realised that while local cancer research was needed, there was a similar pressing need to inform the public about the causes of cancer and how they could reduce their risk.

There were also people living with the disease for whom there were few options for support and advice. It was likewise recognised that to deliver real change we need effective public health policies and provision.

The four pillars of endeavour were thus formed and still shape our work today. The charity was originally called the Ulster Cancer Foundation. We changed our name in 2012.

Our Vision

A future where cancer is a manageable disease.

Our Mission

Cancer Focus NI is a local charity that aims to eliminate cancer, where possible, and reduce its impact on our society.

Its four main pillars of work are care services, research, prevention, public campaigns and advocacy.



Cancer Focus NI

What We Do

Care Services

Our Aim

To provide a range of care services and information to meet the needs of all those affected by cancer

Cancer Research

Our Aim

To promote and support internationally competitive, high quality local research into the causes, treatment and prevention of cancer

Cancer Prevention

Our Aim

To reduce the risk of our citizens developing cancer and promote its early diagnosis

Campaigning and Advocacy

Our Aim

To raise public and professional awareness of cancer issues and influence policy makers to improve cancer services and public health policy.

Cancer Focus NI provides services to people directly affected by cancer and health promotion services to the general public.

Services include counselling for patients and family members, family support to children and young people whose parent or other significant adult has cancer, a Freephone nurse led helpline, creative therapies, a patient driving service and bra-fitting for women who have undergone mastectomy.

Prevention services include smoking cessation, Keeping Well, a mobile project offering one to one health checks, information and signposting in communities and workplaces and the schools project with health promotion interventions linked to the national curriculum from nursery school to post-primary.

Our Values

Caring, welcoming

We welcome everyone affected by cancer and anyone at risk of cancer demonstrating an inclusive, caring and empathetic approach to our beneficiaries. We strive to place the user of our services at the heart of all that we do.

Recovery

We offer hope, empowerment, self-responsibility and a meaningful role in life for people affected by cancer. We support, empower and enable individuals and communities to deal with the impact of a cancer diagnosis and to make informed decisions to reduce their cancer risk.

Ethical

We are honest, transparent, professional and accountable in all our activities

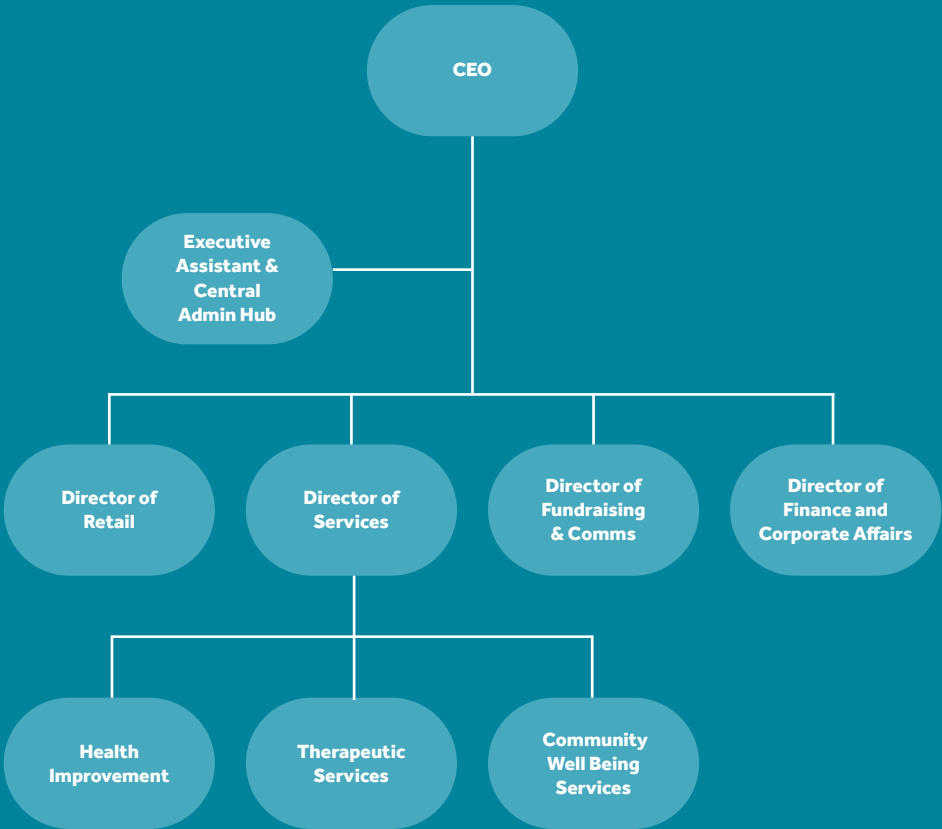
Focused on Excellence

We strive towards continuous improvement, showing leadership, positivity, creativity and innovation.

Committed to Partnership

We are committed to working with other agencies, locally, nationally and internationally to eliminate cancer, valuing teamwork both internally and externally.

Organisational Structure



Job Description

Finance Officer (Temporary - with the possibility of being made permanent)

Cancer Focus Northern Ireland have an immediate vacancy for a Finance Officer. This role is a temporary one in the first instance (for a period of 3-4 months) with the possibility of being made permanent.

Responsible to: Director of Finance and Corporate Affairs

Hours: 35 hours per week

Location: 40 - 44 Eglantine Avenue, Belfast / Remote

Remuneration: Salary Band £27,344 - £29,439

Key Responsibilities

- Sorting, counting and lodging of all monies received.
- Processing and coding invoices.
- Liaising with fundraising team with regard to batches for Raisers Edge.
- Inputting credit card donations.
- Administer and reconcile petty cash.
- Answer correspondence and enquiries received.
- Perform a range of clerical duties including filing, photocopying, etc.
- To undertake to learn other duties carried out in the Finance section 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 postholder.



Person Specification

Finance Officer (Temporary - with the possibility of being made permanent)

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

Essential Criteria

- A minimum of two year's relevant experience in a finance office.
- Experience in 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.
- Computer literate in databases, spreadsheets and accountancy software.

Desirable Criteria

- Holds a recognised accountancy qualification.
- Experience with Age 50 accounts.
- Ability to use own initiative.
- Ability to work well as part of a team.
- Good interpersonal and communication skills.



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).
- Up to 12 months probationary period.
- Evidence of relevant academic and professional qualifications must be provided.

Additional Information

Benefits

- Flexible working policy (home-working, reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hours per week)
- Two additional days of annual leave after five years' service and a further three days after ten years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off In Lieu (TOIL) for additional hours worked
- Life Assurance

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications 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.

Additional Information

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 applications is **12 noon, Tuesday 25th April 2023. Interviews are expected to take place during week commencing 2nd May 2023.**

If you would like to apply for this role, please submit an up-to-date copy of your CV before this date/time to: 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 will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Yvonne Irvine (yvonneirvine@cancerfocusni.org) or phone 028 9066 3281.



Cancer Focus Northern Ireland
40-44 Eglantine Avenue
Belfast BT9 6DX

T: 028 9066 3281
E: hello@cancerfocusni.org
www.cancerfocusni.org



Charity No: NIC 101307

