



Clatterbridge
Cancer Charity



FINANCE ADMINISTRATOR

Working at Clatterbridge Cancer Charity
February 2024



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WHO WE ARE

There are over 100,000 people living with cancer in Merseyside & Cheshire. The Clatterbridge Cancer Centre, provides specialist treatment for many of these people, through its unique network of care across the region.

We are Clatterbridge Cancer Charity, an independent charity.

Together with our supporters & volunteers, we are passionate about the incredible care given at Clatterbridge.

It is our role to fund life-saving research, invest in leading technology, enhance the patient environment and enable innovations in care that make a real difference to the lives of those who need us.

Clatterbridge gives hope to patients and their families every day, but the need for Charity support increases each year.

We need to be ready for the future of cancer care. Together, we can help The Clatterbridge Cancer Centre to do incredible things – from small moments of wonderful care to big leaps in innovation, it's your support that changes and even saves lives.



WORKING AT CLATTERBRIDGE CANCER CHARITY

What makes working for Clatterbridge Cancer Charity special? You'll be part of a team that is passionate about changing the lives of local people with cancer, making a real difference to care and research at The Clatterbridge Cancer Centre.

It's important that we look after our people to make them feel supported, valued and appreciated so we have a range of benefits for our staff, including:

- Flexible working
- Emotional wellbeing support
- High street discounts

WE ARE

Passionate about helping local people with cancer

Enterprising in all our activities

Respectful to everyone we meet

Ambitious always embracing new opportunities





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Job Description Finance Administrator

Location Clatterbridge Cancer Centre - Liverpool (L7 8YL)

Reporting to Finance & Operations Manager

About the role

This is a varied role that requires an ability to learn and adapt to the financial processes of a busy charity. The role calls for a highly-motivated and dedicated person with an enthusiasm for figures, good financial practice and able to work independently as well as alongside the Finance Manager and Supporter Care Team.

The Finance Administrators duties includes processing the day to day transactions on QuickBooks, reconciling income with the Donorflex CRM database, performing bank reconciliations, ensuring invoices are authorised ready for payment and monitoring grant awards and various charity reserves.

Key responsibilities

- Working within a small finance and supporter care team to process the day to day financial transactions of the charity onto QuickBooks
- Count cash/cheques and prepare the weekly banking – This is performed at Liverpool and Wirral sites at alternate weeks. You may be asked to travel to Clatterbridge Cancer Centre – Wirral, every other week.
- Processing, monitoring and monthly reconciliations of bank accounts, credit cards, PayPal, JustGiving and other financial accounts.
- Distribute purchase invoices promptly for authorisation to the relevant teams.
- Create, complete, maintain purchase invoice records.
- Liaise with suppliers to investigate discrepancies and resolve.
- Prepare weekly supplier payment run.
- Process payroll journal.
- Accrual and prepayments journals.
- Daily import of income data from Donorflex CRM system and giving sites.
- Working with the Supporter Care Team to ensure online transactions are processed accurately.
- Monthly reconciliation of income on Donorflex to QuickBooks.
- Assist with ad-hoc management reporting including outstanding Purchase orders and transactional analysis.



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- Assisting with Annual audit process under direction of the Finance & Operations Manager.
- Support and implement internal controls and champion them across the Charity.
- Any other finance administration tasks as and when required or directed.
- Coding of income and expenditure to QuickBooks, ensuring these are within the correct budget codes.
- Reporting on Charity income and expenditure – including monitoring charity reserve balances and grant award balances on QuickBooks.
- Monitoring and reporting on the Charity's Lottery membership, income and expenditure.
- Support the processing of gift aid claims.
- Participate in appraisal and performance related meetings as requested
- To answer telephone calls in agreed manner and relay accurate telephone messages, dealing with callers promptly and confidentially.
- Covering Clatterbridge Cancer Centre Liverpool charity reception – duties will include taking donor payments and communicating with donors
- Taking card payments in person and over the phone
- Undertaking any other duties of a compatible nature as may be required from time to time by management.

Cross Team Working

- Be an active and supportive member of the Charity team, working collaboratively and professionally.
- Gain and maintain in-depth knowledge and understanding of the Charity's work, priorities and future plans.
- Support fundraising by promoting ways to support the charity.
- From time to time you may be asked to representing Clatterbridge Cancer Charity at fundraising events outside normal office hours (evenings and weekends), as required.

Diversity and Inclusion

- Ensure equality, diversity and inclusion are considered in all aspects of your work.

Good Practice

- Be a great advocate for the Charity and local people with cancer.
- Work in line with the Charity's values, maintaining the reputation of the Charity.
- Ensure compliance with Charity policies, Fundraising Regulator guidance and relevant legislation.



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Person Specification

Experience

Essential

- Previous Financial Administration experience
- Able to work to deadlines

Desirable

- Experience working with Quickbooks

Knowledge, Skills & Attitudes

- Strong numeracy and literacy skills and application
- High attention to detail and an orderly approach to processing
- Motivated individual who is systematic and organised, with the ability to multi-task
- Working knowledge of MS Office packages but good knowledge of Excel
- Ability to build effective working relationships with employees and external suppliers
- Able to adhere to systems and procedures especially in the handling of sensitive data
- Good communications skills in person, on the phone and via email
- Foundational understanding of Accounting and Finance principles



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What's Next?

We hope this pack has inspired you to join our team! If you have any questions, or need more practical information, please contact: Leanne Clare, Finance & Operations Manager.

ccf-tr.fundraising@nhs.net

01515565566

If you've got everything you need and you're ready to apply, please send your CV and Supporting Statement to

Leanne.clare@nhs.net

Your Supporting Statement should give examples of how you meet the criteria of the person specification, and what you feel you would bring to this role.

Please note, applications may be assessed as and when they are received, and interviews arranged, so we may close the position before the closing date if a suitable candidate is found.

Our Diversity Statement

We aim to cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences should be celebrated as this enables us to be a better team - one that makes better decisions, drives innovation, and delivers better results.

Find us at

Clatterbridge Cancer Centre - Liverpool, L7 8YA

The Spine Building, Liverpool, L7 3FA

Clatterbridge Cancer Centre - Wirral, CH63 4JY

clatterbridgecc.org.uk

0151 556 5566

ccf-tr.fundraising@nhs.net

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Registered office: Charity Office, The Clatterbridge Cancer Centre, Clatterbridge Road, Wirral, CH63 4JY.