



Imperial Health Charity

Finance Officer

Job Pack



**Imperial
Health
Charity**

HELPING
OUR HOSPITALS
DO MORE

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Imperial Health Charity is a registered charity, no. 1166084

About us



We support the five hospitals of Imperial College Healthcare NHS Trust: Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye.

Imperial Health Charity helps our hospitals do more through grants, arts, volunteering and fundraising.

We fund major redevelopments, research and medical equipment at five London hospitals as well as helping patients and their families at times of extreme financial difficulty.

Supporting the arts in healthcare, we manage an Arts Council accredited hospital art collection and run an arts engagement programme for patients and NHS staff.

We also manage volunteering across all five hospitals, adding value to the work of staff and helping to improve the hospital experience for patients.

Fundraising through major appeals and community events enables us to continue our essential work.

How we work

The charity is governed by a Board of Trustees, chaired by David Crundwell, and led by a Chief Executive, Ian Lush. Our central offices are in Edgware Road, with satellite offices at the Trust's two other main sites. We are managed through six departments: grants, arts, volunteering, fundraising, communications and finance.

Our hospitals



Supporting the Trust, we help our hospitals do more through grants, arts, volunteering and fundraising.

Imperial College Healthcare NHS Trust provides acute and specialist healthcare for around 1.5 million people every year. Formed in 2007, it is one of the largest NHS trusts in the country, with over 11,500 staff.

Its five hospitals are:

- Charing Cross
- Hammersmith
- Queen Charlotte's & Chelsea
- St Mary's
- Western Eye.

The Trust's hospitals have a long track record in research and education, influencing clinical practice nationally and worldwide.

The Trust also has a growing number of community services and provides private healthcare in dedicated facilities on all of its sites.

As a key partner in our local health system, the Trust drives health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

Its promise is better health, for life.

The role

We are recruiting for a Finance Officer to join our team on a full-time basis.

Hours:

Full time (35 hours per week)

Duration:

Permanent (pending successful completion of probation period of six months)

Salary:

£25,577 - £28,270

Reports to:

Financial Controller

Place of work:

Charity Office, 178-180 Egware Road, London, W2 2DS

Purpose of the role

The new post of Finance Officer has been created to help with the expansion of the organisation, which is part way through a three-year strategy (2019-22). The organisation has rapidly grown in terms of staff numbers and activities undertaken over the last few years and has seen a rapid expansion of activities during the Covid-19 pandemic where it played a central role working in partnership with the Imperial College Healthcare NHS Trust to tackle the demands placed upon the hospitals, patients and staff.

The Finance Officer will be involved with all aspects of the charity's financial operations. The successful applicant will process purchase invoices, pay grants to the Trust, deal with supplier queries, process approved staff expenses claims and assist with all finance matters where necessary.

This role would suit a candidate who is qualified or part-qualified in a finance role and has some experience working within a charitable or health-based organisation. You will have experience of working with accounting software (PS Financials is used by the charity), excellent IT skills, including database work and intermediate Excel, and experience of working independently in an office environment.

The post-holder will be assisted in developing their career over time learning from experienced members of staff and being mentored and coached by the Finance Director. The role therefore would suit somebody who is looking for opportunities to develop their career. Opportunities to volunteer outside of finance are also available and where appropriate this may be in lieu of normal duties if this can be agreed with line and department manager.

Main duties and responsibilities

The Finance Officer will be involved in all aspects of the charity's financial operations.

1. Transaction processing

- Open mail (both digital and physical)
- Send out invoices for authorisation
- Code up invoices
- Enter invoices onto system
- Check coding
- Issue VAT exemption certificates in line with rules
- Process AIB transactions into finance system
- Reconcile Virgin Money and other online donations
- Ensure general reconciliation with iMIS (CRM) and PSF (finance system).

2. Banking

- Code cheques
- Bank data entry
- Bank cheques
- Bank receipts daily update for non-staff team
- Petty cash management
- Petty cash entry onto system
- Collect money from bank for petty cash if necessary.

3. Credit facilities

- Reconcile statement with staff purchases/form
- Code and enter onto system.

4. Funds accounting

- Update finance system with new grants made
- Maintain up-to-date fund advisor and signatory records
- Distribute fund statements
- Respond to fund advisor queries
- Assist with fund advisor financial matters as instructed by other members of the finance team.

5. Management accounting

- Enter depreciation journals
- Enter other journals as required.

6. Fixed assets

- Assist in setting up and maintaining the Fixed Assets Register
- Enter fixed asset purchases onto system.

7. General duties

- Assist the finance team where needed
- Maintain accurate records for stakeholders, including communication history, adhering to our data protection obligations and records management principles
- Take an active part in department and whole charity team meetings, contributing agenda items and undertaking assigned actions as required
- Take an active part in and collaborate with peers and colleagues across the charity's work, bringing your own experience and perspective so that we harness the value of our shared contributions
- Participate in regular supervision, objective-setting/monitoring and actively engage in your own job-related development throughout the year
- Champion the charity's Code of Behaviour and act as a role model, ensuring that our safeguarding and other key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The charity is a fast-moving organisation and therefore changes in duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Personal development

Your line manager will agree annual objectives and a personal development plan, which will include training as an essential element of the role.

Safeguarding

We are committed to the safeguarding and protection of children and adults at risk in our work. We will do everything possible to ensure that only those who are suitable to work with these vulnerable groups are recruited to work for us.

Benefits



We value our staff and offer a range of exciting benefits in return for their hard work and dedication.

- **Holiday entitlement**
25 days per year plus bank holidays (increasing by one day a year up to a maximum of 33 days), plus an extra day's holiday to be taken one week either side of your birthday
- **Maternity, paternity and adoption leave**
Above the statutory minimum requirement
- **Sick leave and compassionate leave**
Above the statutory minimum requirement
- **Sabbatical requests and volunteering leave**
Sabbatical request available after five years' service and additional opportunities to take volunteering leave
- **Healthcare support**
Upon successful completion of probation period, support towards healthcare costs, including eye tests and dental, and support with mental health through counselling; additional access to gym discounts
- **Season ticket loan**
Upon successful completion of probation period, an interest-free loan to cover the cost of a season ticket to and from your place of work
- **Life assurance**
Death in service payment up to three times your annual salary
- **Pension**
We pay employer's contributions of 10 per cent of your annual salary to the charity's workplace pensions, provided by Aviva
- **Staff Arts Club**
Free entry to London galleries and discounts to music, cinema and theatre events.
- **High street discounts**
Access to a range of high street and online discounts through the purchase of the Blue Light Card.

How to apply



Applications for the Finance Officer role are now open!

Please complete the application form on our website and submit via email to Andrew Kaponi, Director of Finance:

andrew.kaponi@imperialcharity.org.uk

The closing date for applications is **Friday 4 December**.

Interviews will take place the **week commencing Monday 7 December**.

All job offers with Imperial Health Charity are subject to satisfactory pre-employment checks and references.

Imperial Health Charity reserves the right to close this advert early if sufficient applications are received prior to the advertised closing date.