



SANE Job Description and Person Specification

Job title:	Finance Officer
Type of post:	Initial one year contract subject to six months' probationary period
Salary:	£14 - £16 per hour (dependent upon experience)
Hours:	15 hours (can be flexible across three days)
Holiday:	8 days holiday per annum (20 FTE) plus Bank Holidays
Location:	Hybrid – you can work from the office based at: SANE, St. Mark's Studios, 14 Chillingworth Road, Islington, London, N7 8QJ and home
Reporting to:	Chief Operating Officer (COO)
Working closely with:	Finance Manager, Senior Management Team

Background

SANE Mental illness is one of the most significant health challenges facing UK society. SANE is a leading UK mental health charity set up in 1986 to improve the quality of life for anyone affected by mental illness. Its three main aims are to raise awareness and combat stigma about mental illness, educating and campaigning to improve mental health services; to promote and host research into the causes and more effective treatments for mental illness at its flagship Prince of Wales International Centre for SANE Research; and to provide guidance and emotional support for people with mental health problems, their families and carers through its helpline, SANEline, Textcare and other services. For more information, please visit www.sane.org.uk.

This is a new role which we are looking to develop.

To apply

Please complete the application form outlining your relevant experience and why you are well qualified to do this job and return to recruitment@sane.org.uk quoting 'Finance Officer' in the subject line.

Job Description

Overall job purpose:

Assisting the Finance Manager in managing, processing and troubleshooting various accounts and transactions including payroll.

To provide support to the Finance Manager and COO to support the needs of the office across the organisation.

Duties:

- Collect information for and prepare payroll payments for employees
- Collect and enter data for various financial spreadsheets
- Review and financial statements and reports, ensure all calculations and data entries are correct
- Perform routine calculations to produce analyses and reports as requested by the Finance Manager or Director of Fundraising, Corporate Relations & Resources
- Create, send, and follow up on purchase/creditors invoices
- Work with the Finance Manager to reconcile any discrepancies
- Assist the Finance Manager in creating financial reports on a regular basis
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.

Person Specification

1. At least 3 years' experience of being in a finance role in an office environment or similar
2. Experience of working on payroll
3. Experience of working on SAGE and Excel spreadsheets at a highly skilled level
4. Experience of working in a diverse, changing environment

Skills, knowledge and attitude

1. Excellent mathematical skills
2. Superb attention to detail
3. Critical thinking skills
4. Skilled in SAGE, Excel, Word, Outlook, Microsoft Teams and Zoom
5. Ability to work effectively as part of a team and independently
6. Excellent communication skills both verbal and in writing
7. Strong familiarity with business principles and practices
8. An understanding and ability to work within the requirements of General Data Protection Regulation
9. Good time-management skills, including working to deadlines, priority setting, multi-tasking and problem solving.
10. Ability to work flexibly
11. A self-starter with excellent planning abilities in order to meet goals and deadlines
12. To undertake any other duties commensurate with this role

Additional Information:

1. The Senior Management Team includes CEO, COO, Director of Strategy and Communications, Director of Operations
2. The Finance Manager reports directly to the Chief Executive

Job Advert:

Finance Officer (part-time)

SANE, the mental health charity, is looking for a Finance Officer to assist the Finance Manager in managing, processing and troubleshooting various accounts and transactions including payroll as well as support the growing needs of the office across the organisation.

Must have experience of using SAGE

15 hours per week (can work across three days)

£14 - £16 per hour dependent upon experience

Hybrid working (office in Islington)

8 days holiday per annum plus Bank Holidays

This is a new role and for the right person can develop into something more