



## VACANCY

### FINANCE and BUSINESS ADMINISTRATION OFFICER

**Hours of Work:** 21hrs hours per week  
**Salary:** £17,013.36 (FTE £28,355.60)  
**Contract:** Fixed 2 years contract (extension subject to funding)  
**Based:** Kath Locke Centre, 123 Moss Lane East, M15 5DD  
**Reporting to:** Chief Executive Officer & CSUK Treasurer

Are you an experienced Finance Officer with excellent administration skills? Do you want to use your skills to make a difference to a growing cancer charity? We are offering a rewarding opportunity for a highly effective professional to play a crucial role at Can-Survive UK, supporting both the charity and our trading arm.

**About Us:** Established in 2014, Can-Survive UK (CSUK) provides culturally appropriate support and information for people diagnosed, living with, or affected by cancer. The support we offer is person centred to meet individual's physical, mental, social, emotional, and spiritual needs. CSUK is a small, award-winning charity, and you will be joining our team at an exciting time of growth. For more information visit [www.can-survive.org.uk](http://www.can-survive.org.uk)

#### **About You**

We are seeking a well-motivated and results-driven Finance and Business Administration Officer to lead and manage the day-to-day financial functions of the charity. You will have relevant finance and business experience, with the ability to manage our accounts receivable (billing & credit control) and accounts payable functions. You will also oversee payment transactions, cash balances and day-to-day cash flow. Experience gained within a charity or social care-related organisation, charity or a fast-paced business with varied income streams is essential.

You must have knowledge and experience of using accounting software, preferably Quickbooks. You must be an effective communicator with excellent data management skills and numeracy. You must be proficient in using excel. Ideally you will have a relevant professional full or part accountancy qualification (ACA, ACCA or CIMA).

You must be well organised, excellent attention to detail, proactive, diligent, excellent attention to detail, able to prioritise workload and meet internal and external deadlines.

#### **About the role**

The goal of this role is to help ensure CSUK's smooth, sustainable functioning by effectively and accurately managing our financial transactions and bank accounts; and to ensure effective financial oversight through accurate reporting, record-keeping, and audit preparation.

Charity Number: 1166128



You will report to the Chief Executive Officer, Treasurer, and working closely with our external accountants and key stakeholders.

#### **We offer**

- Flexible working (subject to the needs of the organisation)
- 25 days annual leave (pro-rata) exclusive of bank holidays
- Birthday leave (after 12 months of continuous service)
- Pension scheme (3% match contribution)
- Training and development opportunities
- Free car parking

#### **Work Related Circumstances:**

- Work in accordance with all CSUK policies, procedures, and guidelines
- Work in accordance with all relevant legislation such as health and safety in the work place, equality legislation
- Undergo supervision with the Chief Executive Officer
- Through supervision, to identify training needs and take development opportunities offered through the organisation
- To work flexibly, there may be evening and weekend meetings for which time off in Lieu will be given
- You must have the right to live and work in the UK
- Post is subject to a DBS Check
- There will be some travel for occasional for external meetings and visits to other CSUK project delivery sites.

**The above duties are not intended to be an exhaustive list, but an indication of the requirements of the post. The duties within this may be varied from time to time to reflect the changing needs of the organisation and its services.**

To apply please complete an application pack, which can be downloaded from our website <http://can-survive.org.uk/work-with-us/> Please email your completed application form to [info@can-survive.org.uk](mailto:info@can-survive.org.uk) or post to Can-Survive UK, 123 Moss Lane East, Manchester, M15 5DD, by the deadline stated below. **Please note we are unable to accept CVs.**

If you have any queries in relation to this role and wish to have an informal discussion, please contact Marcella Turner on 07496 089310 or [marcella@can-survive.org.uk](mailto:marcella@can-survive.org.uk)

**Deadline for applications:**  
**Shortlisted applicants notified on**  
**Interviews:**  
**Start Date:**

**Friday 24<sup>th</sup> March 2023**  
**Tues 28<sup>th</sup> March 2023**  
**Weds 5<sup>th</sup> April 2023**  
**Mon 15<sup>th</sup> May 2023**

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