

SarcomaUK
The bone & soft tissue
cancer charity

Application Pack

Database and Finance Officer



May 2025



Sarcoma UK
The bone & soft tissue
cancer charity

Dear Candidate

Post: Database and Finance Officer

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 1 June (5pm)**. Interviews will be held on **Tuesday 10 and Wednesday 11 June 2025**, via video call.

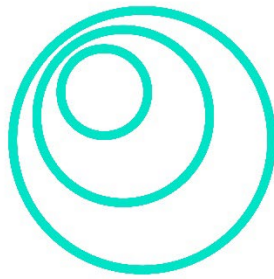
We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson – Chief Executive



SarcomaUK

The bone & soft tissue
cancer charity

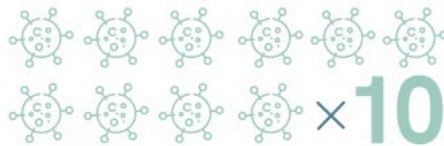
What is sarcoma?



Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues.



15 people are diagnosed with sarcoma every day in the UK.



There are around 100 different subtypes of known sarcoma.



A key symptom of sarcoma is a lump that is increasing in size, often quickly.

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments.

🐦 @Sarcoma_UK
📷 @Sarcoma_UK
📘 uk.sarcoma

sarcoma.org.uk



SarcomaUK
The bone & soft tissue
cancer charity



Sarcoma UK
The bone & soft tissue
cancer charity

ABOUT SARCOMA UK

Sarcoma UK is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our long-term vision

All people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

Our mission

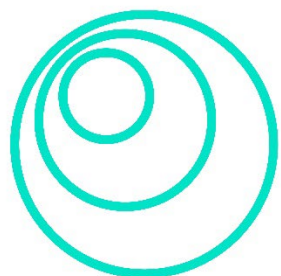
To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



Sarcoma UK
The bone & soft tissue
cancer charity

OUR VALUES



PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

TOGETHER

We are creating a community to make a difference for all those affected by sarcoma



EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes

- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do



Sarcoma UK
The bone & soft tissue
cancer charity

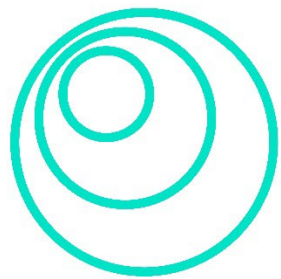
Equality, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.



Sarcoma UK
The bone & soft tissue
cancer charity

Job Description

Database and Finance Officer

Salary: £29,000 - £30,000 p.a. (depending on experience)

Hours: Full Time (37.5 hours per week)

Location: Sarcoma UK's offices (Farringdon, London) and home.

Reports to: Database Manager

Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
 - Health Cash Plan
 - Therapy sessions
 - Wellbeing Group
 - Team activities throughout the year
- Interest-free season ticket and bicycle loan

Job purpose

To support the effective operation of Sarcoma UK's supporter database (Raiser's Edge NXT) and contribute to accurate financial reporting. The role ensures that data is managed to a high standard, enabling the organisation to deliver its strategic and charitable objectives. The postholder will also assist the Finance team with timely and accurate income reporting and reconciliations.

Duties and key responsibilities

Database Administration (Raiser's Edge NXT)

- Maintain and update supporter records, including constituent and gift data, ensuring accuracy and compliance.



Sarcoma UK
The bone & soft tissue
cancer charity

- Process donation streams including MuchLoved, Enthuse and others, ensuring accurate integration and reconciliation.
- Work with the Database Manager to develop and manage Omatic Cloud processes for importing and automating gift data from external fundraising platforms.
- Process and record Gift Aid declarations in accordance with HMRC guidelines.
- Conduct data cleansing activities to maintain accuracy of records (e.g. address updates).
- Manage and maintain subscription forms (WordPress), ensuring accurate data capture and integration with Raiser's Edge NXT.
- Extract and analyse data to support fundraising and operational reporting using Raiser's Edge NXT queries and Excel.
- Contribute to the annual internal database audit, collaborating with the Senior Database Officer and Database Manager to identify areas for improvement and implement best practices.

Financial Support

- Monitor all income and update the income spreadsheet daily.
- Monthly reconciliations between Raiser's Edge NXT and the income spreadsheet.
- Work with the Senior Finance Officer to carry out income reconciliations between Sage 50 and Raiser's Edge NXT.
- Deposit all physical donations into the bank account weekly.
- Provide general support to the Senior Finance Officer as required.

Cross Function Collaboration

- Work closely with the Senior Database Officer to align on day-to-day data processing.
- Collaborate with the Finance Team on reconciliation and reporting.

Other

- Work flexibly and collaboratively in a dynamic environment, undertaking other duties as required to support the wider operations of Sarcoma UK.



Sarcoma UK

The bone & soft tissue cancer charity

Person Specification

	Essential	Desirable
Education, Training, Qualifications	A good standard of general education, including a high level of proficiency in English and maths.	
Experience / Knowledge	<p>Proven experience using a CRM database within a charity or not-for-profit organisation.</p> <p>Experience providing database support and troubleshooting.</p> <p>Proficient in importing and exporting data using Raiser's Edge NXT or a similar CRM platform.</p> <p>Experience of running complex queries and reports using Raiser's Edge NXT (or a similar CRM platform).</p> <p>Proficient in Microsoft Office applications, particularly Word, Excel, and Outlook.</p>	<p>Knowledge and experience of using Raiser's Edge NXT.</p> <p>Understanding of HMRC Gift Aid rules and processes.</p> <p>Familiarity with data protection legislation (e.g. GDPR) and its application within a charity setting.</p> <p>Experience using WordPress or similar CMS.</p>
Skills and abilities	<p>Fast and accurate data entry skills with strong attention to detail.</p> <p>Strong problem solving and analytical skills, ability to collate and present data clearly and logically.</p> <p>Excellent organisational and time management skills, ability to prioritise and manage multiple tasks.</p> <p>Clear and effective communicator, both written</p>	



Sarcoma UK

The bone & soft tissue cancer charity

	<p>and verbal, with the ability to adapt to various audiences.</p> <p>Proactive and self-motivated, able to work independently and collaboratively.</p> <p>Demonstrates tact, discretion, and sensitivity when handling confidential and personal data.</p>	
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Alignment with Sarcoma UK's values and strategic objectives.</p> <p>Commitment to best practice and professional integrity.</p> <p>Willingness to promote and uphold equality, diversity, and inclusion across all areas of work.</p>	