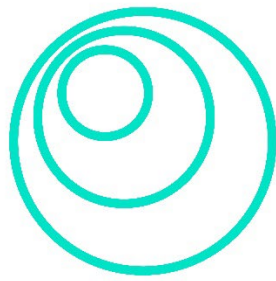


SarcomaUK
The bone & soft tissue
cancer charity

Application Pack

Senior Finance Officer





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December 2025

Dear Candidate

Post: Senior 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 **Friday 16 January 2025 (5pm)**. Interviews will be held **Tuesday 27 January 2025** at Sarcoma UK offices, 1 St John's Lane, London, EC1M 4AR.

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



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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



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About Sarcoma UK

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



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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



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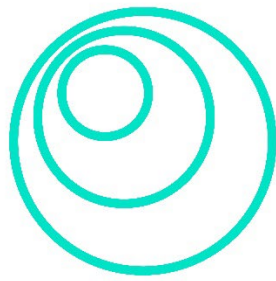
Equity, Diversity and Inclusion Statement

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.



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Senior Finance Officer

This is an exciting opportunity to join our highly motivated and passionate team as a Senior Finance Officer. This role is at the heart of the charity and perfect for someone who wants to develop their financial skills in the not-for-profit sector.

The successful candidate will have excellent analytical and problem-solving skills, and good knowledge of financial systems and processes. You will manage the day-to-day financials, produce financial reports and analysis, work across teams to produce the annual budget and quarterly reforecasts and be instrumental in the annual audit.

Job Description

Salary: £36,000 - £38,000 per year (depending on experience)

Hours: Full Time (37.5 hours per week)

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

Reports to: Director of Finance and Resources

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



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Job purpose

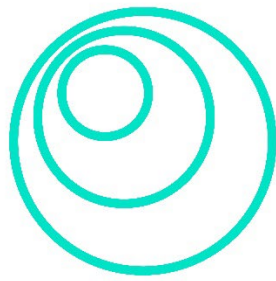
To manage the day-to-day financial operations of the charity, ensuring accurate transaction processing, robust financial controls, and the timely production of high-quality financial reports. The post holder will maintain strong financial records, support organisational budgeting and forecasting, and contribute to efficient financial management across the charity.

Duties and key responsibilities

Financial Administration and Bookkeeping

Accurate maintenance of all financial records and data within agreed systems, including:

- Maintaining up-to-date records in Sage 50.
- Importing bank receipts into Sage from Raiser's Edge NXT.
- Processing purchase invoices, card transactions, and payments, ensuring correct coding to nominal and departmental ledgers.
- Maintaining payment records and reconciling grant payments within Sage 50 and grant management software.
- Generating sales invoices and carrying out credit control on a regular basis.
- Ensuring prompt payment of invoices and preparing payments with the bank for review by the Director of Finance & Resources.
- Maintaining the expense management system in line with policies and ensuring timely authorisation and reimbursement.
- Ensuring accurate records of authorisation and financial approvals.
- Preparing and posting all month-end journals.
- Completing monthly reconciliations for all bank accounts.
- Working with the Database and Finance Officer to reconcile income between Sage 50 and the income spreadsheet on a quarterly basis.
- Maintaining organised financial files to support monthly reporting and the year-end audit.



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- Updating and monitoring the VAT threshold spreadsheet, ensuring the organisation remains compliant and alerting the Director of Finance & Resources to any potential threshold issues.
- Reconciling and maintaining restricted funding and expenditure for projects.
- Covering the following duties when the Database and Finance Officer is on leave: monitoring income and updating the income spreadsheet daily; paying cheques and cash into the bank account in a timely manner.
- Supporting fundraising events, e.g. preparing card readers, paperwork, and reconciling cash.

Financial Reporting

Production of timely, accurate, and insightful financial reports that support organisational decision-making, including:

- Producing timely and accurate monthly management accounts, accompanied by analysis, commentary, and project-level breakdowns.
- Providing analysis and ad-hoc financial information as required.
- Maintain and regularly update the restricted fund spreadsheet, ensuring accurate tracking of income, expenditure, and balances in line with donor and grant requirements.

Budget Management

Support for the organisation's budgeting and forecasting processes to ensure robust financial planning, including:

- Supporting the preparation of the annual Excel-based organisational budget and quarterly forecasts.
- Participating in budget meetings with managers to ensure robust and realistic financial plans.
- Assisting project managers with the preparation of Excel-based project budgets.



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Audit

Preparation for the annual audit and compliance with statutory financial reporting requirements, including:

- Preparing audit documentation and working papers in collaboration with the Director of Finance & Resources.
- Acting as the primary point of contact for auditors, coordinating documentation requests before and during audit week.

Other

- Ensuring financial policies and processes remain fit for purpose, recommending and implementing improvements where needed.
- Acting as the main point of contact for financial queries, with support from the Director of Finance & Resources.
- Carrying out any other duties reasonably required to support the effective financial management of Sarcoma UK.
- Adapting to the needs of a developing organisation and undertaking additional responsibilities as necessary.

Person Specification

	Essential	Desirable
Education, Training, Qualifications	<p>A good level of general education, including a high standard of English and maths.</p> <p>Trained and proficient user of Sage 50 Accounts or a similar accounting system.</p>	<p>AAT qualified, part qualified CIMA/ACCA or equivalent experience.</p>
Experience / Knowledge	<p>Experience of working in a finance function.</p> <p>Experience of bookkeeping and maintaining accurate financial records.</p>	<p>Experience of working in the charity sector.</p> <p>Knowledge of charity finance reporting and SORP.</p>



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	<p>Good knowledge of financial systems and processes.</p> <p>Technically confident with excellent knowledge of Microsoft Excel.</p> <p>Experience of preparing financial reports including management accounts.</p> <p>Experience of preparing budgets and supporting budget management.</p> <p>Experience of project management, with responsibility for delivery.</p>	<p>Experience using Raiser's Edge or a similar CRM database.</p>
Skills and abilities	<p>Highly numerate with strong analytical skills and the ability to collate and present financial information methodically and accurately.</p> <p>Ability to input information quickly and accurately, with strong attention to detail.</p> <p>Highly organised, with excellent time management skills and the to manage multiple tasks.</p> <p>Excellent verbal and written communication skills, including the ability to explain financial information to non-finance colleagues.</p> <p>Ability to work proactively on own initiative and collaboratively within a team.</p> <p>Tact, discretion, and sensitivity, with a strong commitment to confidentiality when handling sensitive data.</p>	
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p>	



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	<p>Alignment with Sarcoma UK's values and strategic objectives.</p> <p>Commitment to best practice, professional integrity, and continuous improvement.</p> <p>Willingness to promote and uphold equity, diversity, and inclusion across all areas of work.</p>	
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