



**Sarcoma UK**  
The bone & soft tissue  
cancer charity

## Application Pack

## Finance Assistant





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**February 2026**

Dear Candidate

**Post: Finance Assistant**

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](mailto:jobs@sarcoma.org.uk). CVs won't be considered.

The closing date for applications is **Monday 16<sup>th</sup> March 2026 (5pm)**. Interviews will be held **Thursday 26<sup>th</sup> March 2026** 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](http://www.sarcoma.org.uk) and through our social media channels. If you have any questions regarding this post, please contact [jobs@sarcoma.org.uk](mailto: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



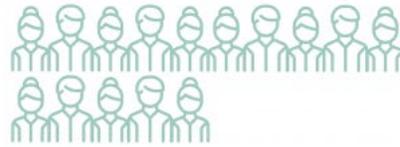
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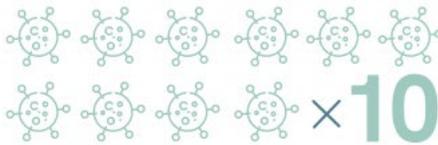
## What is sarcoma?



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](http://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



- 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



### EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes



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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 of your identity and experience.

Being part of Sarcoma UK means your voice; your perspective and your contributions will help us better serve everyone affected by sarcoma.

And that's a win for everyone.



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## Finance Assistant

This is an exciting opportunity to join our highly motivated and passionate team as a Finance Assistant.

Working closely with the Senior Finance Officer and Director of Finance & Resources, you'll support the day-to-day transactional finance processes of the charity. This role focuses on accurate bookkeeping, reconciliations and financial record-keeping to ensure the smooth running of financial operations.

### Job Description

Salary: £11,600 p.a. (£29,000 FTE)

Hours: Part-time (15 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 (pro-rata) 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 provide high-quality transactional finance and bookkeeping support, ensuring accurate financial records and timely processing of income and expenditure. The Finance Assistant will support the Senior Finance Officer in maintaining effective financial controls and preparing information for reporting and audit.

## **Duties and key responsibilities**

### **Financial Administration and Bookkeeping**

- Maintain up-to-date records in Sage 50.
- Import weekly transactions through Sage Bank Feeds.
- Process purchase invoices, card transactions, and payments, ensuring correct coding to nominal and departmental ledgers.
- Import bank receipts into Sage from Raiser's Edge NXT.
- Maintain the card transaction spreadsheet and ensure receipts are collected.
- Generate sales invoices and support credit control activities.
- Assist with posting routine month-end journals as directed.
- Complete monthly bank reconciliations for review by the Senior Finance Officer.
- Work with the Database Officer to reconcile income between Sage 50, the income spreadsheet and Raiser's Edge NXT.
- Maintain organised financial files to support monthly reporting and the year-end audit.
- Assist with tracking restricted income and expenditure as required.
- Paying cheques and cash into the bank account in a timely manner.

### **Support to the Finance Team**

- Prepare supporting documentation for month-end and audit.
- Work under the guidance of the Senior Finance Officer to ensure transactional accuracy.
- Support continuous improvement of finance processes.



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## Other

- Carry out any other duties reasonably required to support effective financial management.
- Adapt to the needs of a developing organisation and undertake additional responsibilities as necessary.

## Person Specification

	Essential	Desirable
<b>Education, Training, Qualifications</b>	<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 or working towards.</p>
<b>Experience / Knowledge</b>	<p>Experience in a finance or administrative role involving financial processing.</p> <p>Experience of bookkeeping and maintaining accurate financial records.</p> <p>Good knowledge of financial systems and processes.</p> <p>Technically confident with excellent knowledge of Microsoft Excel.</p>	<p>Experience of working in the charity sector.</p> <p>Experience using Raiser's Edge or a similar CRM database.</p>
<b>Skills and abilities</b>	<p>Numerate with good attention to detail and accuracy.</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>	



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	<p>Clear verbal and written communication skills to respond to routine finance queries.</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>	
<b>Other</b>	<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, professional integrity, and continuous improvement.</p> <p>Willingness to promote and uphold equity, diversity, and inclusion across all areas of work.</p>	