We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.
Dear Applicant

I’m delighted that you’re interested in working for Solving Kids’ Cancer UK. Included in this pack is some background information about the charity along with details of the job role.

Solving Kids’ Cancer UK is a very special charity with a dedicated and passionate team – we are proud of our parent-led ethos, which means that we have parents with lived experience of neuroblastoma working at every level of our charity, from volunteer to employees and within our Board of Trustees. This means that the work of our charity is always informed by those who have first-hand experience of neuroblastoma and ensures we remain focussed on addressing the challenges faced by the people who need our support most.

The charity actively supports and prioritises the wellbeing of our team and a range of support is available including flexible working arrangements and access to training and personal development opportunities.

It is a truly exciting time to be joining us as we have recently refreshed our brand and launched our new five-year strategy, which you will have a pivotal role in helping deliver. Over the next five years, Solving Kids’ Cancer UK will remain neuroblastoma focussed, but with flexibilities to operate more broadly in support of children with cancer. We will work with existing and new partners, to launch our most ambitious research funding award to-date with a focus on accelerating more effective treatments. We aim to reach all families of children diagnosed with neuroblastoma in the UK, providing a broader range of practical, emotional and financial support at any point of their journey. And we will continue to advocate for children and their families affected by childhood cancer, developing our first public affairs strategy to more boldly champion the needs of all children diagnosed with neuroblastoma and other childhood cancers.

If you’re excited about joining our team, and want to help us to achieve our vision where no child dies from the childhood cancer neuroblastoma or suffers due to the treatment they receive, please consider applying.

We look forward to hearing from you.

Gail Jackson | Chief Executive Officer
Solving Kids' Cancer UK is a small but mighty charity with children firmly at its heart. We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

Neuroblastoma is a rare and complex childhood cancer, around 90% of neuroblastoma cases occur in children younger than five years of age. It is the most common cancer in infants. The work of Solving Kids’ Cancer UK is parent informed and we develop our services in response to the needs of the community we work with.

Our organisation is passionate about speeding up pioneering clinical research that will save lives and improve outcomes for children. As a parent-led charity we are uniquely placed to use our influence and reputation alongside our accredited research funding framework to make a difference for children now and in the future.

Our Family Support Service provides emotional, practical and financial support, and impartial information on the latest treatments available and supports families to access their choice of treatment options for their child.

We are a voice for children and their families. In every conversation we amplify their voice and ensure children are at the heart of all we do. We will not stop until children with neuroblastoma, in the UK and beyond, have access to the treatment they need and we need the very best people to help deliver our vision.
Vision, mission and strategy

A future where no child dies of the childhood cancer neuroblastoma and or suffers due to the treatment they receive.

Helping those affected by neuroblastoma, an often aggressive and deadly childhood cancer, by

- **Initiating and funding** best-in-class clinical research
- **Providing hope**, information, and support to families throughout their cancer journey
- **Raising awareness** of childhood cancer, advocating and campaigning for positive change.

Our strategic plan 2022 - 2027 has been informed by our stakeholders and developed in line with our vision; ensuring we have a blueprint for our growth, sustainability and stability into the future. Our strategy is driven by three key pillars: **Research, Support and Awareness**.
Values

**Transparent**

We are open and honest about all that we do and how we do it.

**Caring**

We care passionately about children with neuroblastoma and their families and all those who care for them, including our staff, volunteers and supporters.

**Collaborative**

Relationships are at the heart of our work – from the children and families we work with to the individuals, organisations and networks that are involved in their care.

**Inclusive**

Inclusive: Our services are developed to ensure they meet need and we aim to make them accessible to all.

**Determined**

We lead with tenacity and are unfaltering in our drive to help, support and fight for children with cancer.

**Hopeful**

We have a strong sense of optimism and hope is at the heart of all that we do.
## Our team

### Board of Trustees
- Nick Bird
- David Coulon
- Matt White
- Aine McCarthy
- Alex Lane
- Joey Tabone

### Chief Executive Officer
- Gail Jackson

### Executive Assistant
- Georgina Clark

### Director of Strategic Finance
- Gemma Wadsley

### Senior Finance Manager
- Vacancy

### Finance Officer
- Ed Fordham

### Finance Assistant
- Val Wood-Brignall

### Head of Operations
- Claire Hislop

### Database Manager
- Nicholas Leverton

### Head of Family Support Services
- Vicky Inglis

### Family Support Coordinator
- Hayley Blackwell

### Family Support Coordinator
- Samantha Wilkinson

### Head of Research
- Leona Knox

### Research Officer
- Leah Ambler

### Research Engagement and Advocacy Manager
- Emily Hall

### Head of Fundraising & Engagement
- Danielle Russell

### Fundraising Campaigns & Comms Manager
- Laura Nott

### Digital Campaigns and Marketing Officer
- Tom Howorth

### Relationship Manager
- Anna Austin

### Community & Events Manager
- Sophie Lizra
Key role information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior Finance Manager</th>
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<tbody>
<tr>
<td>Location</td>
<td>Home-based with UK travel and presence at London office</td>
</tr>
<tr>
<td>Hours</td>
<td>Full-time, 35 hours / week</td>
</tr>
<tr>
<td>Salary</td>
<td>Circa £45,000, commensurate with experience</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
<tr>
<td>DBS check</td>
<td>Basic</td>
</tr>
<tr>
<td>Department</td>
<td>Finance</td>
</tr>
<tr>
<td>Responsible to</td>
<td>Director of Strategic Finance</td>
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<tr>
<td>Responsible for</td>
<td>Finance Officer, Finance Assistant</td>
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What we offer

- 32 days holiday inclusive of bank holidays
- 5% employer pension scheme contribution
- Access to 24/7 confidential helplines for counselling and legal and tax advice
- Wellbeing check-ins with manager and optional Wellbeing Action Plan
- Participation in staff surveys for the opportunity to anonymously feedback experiences and suggestions for improvements
- Regular opportunities to meet in-person as departments and the full team
- Training opportunities – we care about our staff and volunteers and encourage opportunities for professional development
- A child-centred charity with a passionate and dedicated team
Senior Finance Manager

The role of the Senior Finance Manager is to ensure the effective financial management of the charity, working directly with the Director of Strategic Finance, CEO, Leadership Team and Board of Trustees.

Key responsibilities

- Prepare in a consistent and timely manner the month-end management accounts liaising closely with the Director of Strategic Finance. Work closely with all department heads and in particular the Head of Fundraising and Engagement to ensure forecasts are realistic and accurate and the accounts are owned and understood across the team.

- Produce Accounts in the format required by the Charity Commission and Companies House within the appropriate timescales and manage the day-to-day Audit process, liaising with the External Auditors.

- Take a proactive approach to continuous improvement, recognising opportunities for cost savings, value for money improvements and opportunities to further maximise income.

- Work closely with department heads to support financial needs such as, costings checking, project budgeting, trust applications and ad hoc analysis.

- Oversee the financial reporting to families we support including monthly fund reporting and ad hoc analysis.

- Provide clear and concise reporting with a focus on cutting through complexity.

- Take a lead role improving governance with practical and implementable changes proposed and introduced.
Manage all payroll processing for the organisation including managing the external payroll supplier relationship and making all payments to staff and HMRC.

**Compliance and Assurance**

- Manage and develop the Finance Officer and Finance Assistant.

- Overall ownership of the Finance System (Xledger) and ensure appropriate maintenance and upgrades.

- Maintain the charity's financial transactions and support the Finance Officer and Assistant on complex transactional tasks to ensure accuracy.

- Approve bank reconciliations and control reporting to assure financial position.

- Designated fund reporting and production and presentation of period reporting.

- Accountability for all on time compliance returns to the charity commission, HMRC etc.

- Manage Fixed Assets.

- Review the financial reporting needs and financial control environment of the organisation to ensure it contributes to providing sound governance.

- Work with all department heads to ensure there is clear guidance and process put in place on the coding of income/ expenditure and reconciliation with the database, in order to provide accurate reporting.
## Role specification

<table>
<thead>
<tr>
<th>Experience/Knowledge/Skills/Attributes</th>
<th>Essential</th>
<th>Desired</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A full accountancy qualification, CCAB or equivalent with experience working in a senior role within a Finance department.</td>
<td>✓</td>
<td></td>
<td>Application Form/ Interview</td>
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<tr>
<td>Experience working in a charity.</td>
<td>✓</td>
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<td>Application Form/ Interview</td>
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<td>Strong working knowledge / understanding of charity sector finance.</td>
<td>✓</td>
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<td>Emotional intelligence and resilience.</td>
<td>✓</td>
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<tr>
<td>Experience of line management and supporting and motivating a team.</td>
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<td>✓</td>
<td>Application Form/ Interview</td>
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<tr>
<td>Experience of working closely with senior management and reporting and presenting.</td>
<td>✓</td>
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<tr>
<td>Excellent communication skills - the ability to communicate with staff and volunteers at all levels of the charity.</td>
<td>✓</td>
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<td>Strong knowledge of accounting packages.</td>
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<td>Hands-on experience of SORPs regulations and Companies House requirements.</td>
<td>✓</td>
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<td>Application Form/ Interview</td>
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<tr>
<td>Practical experience in managing banking arrangements.</td>
<td>✓</td>
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<td>Application Form/Interview</td>
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<tr>
<td>A flexible and team-based approach to work.</td>
<td>✓</td>
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<td>Application Form/Interview</td>
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<tr>
<td>Excellent customer service skills.</td>
<td>✓</td>
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<tr>
<td>Able to work autonomously, strong planning and prioritisation skills and able to manage a large and varied workload.</td>
<td>✓</td>
<td></td>
<td>Application Form</td>
</tr>
</tbody>
</table>
If you would like to apply for the Senior Finance Manager role, please complete and submit an Application Form highlighting your suitability for the position in the Supporting Statement. You can access our HR Privacy Notice here.

Please send your Application Form to claire@solvingkidscancer.org.uk.

We also invite you to complete and return an anonymous Diversity Monitoring Form, which is an online form accessible here. The information contained in the questionnaire will be treated as confidential and will be used to monitor and drive our work towards our diversity and inclusion commitments.

If you would like an informal conversation with Gemma, Director of Strategic Finance, before applying, you can contact Gemma via gemma.wadsley@solvingkidscancer.org.uk.

If there are any adjustments that would help you to engage with the recruitment process, please let us know.

Recruitment timetable

We aim to keep to the timetable outlined below.

Applications open: 13 July 2023
Applications close: 16 August 2023

Shortlisting: 18 August 2023
First interview: 5 September 2023
Final interview: 12 September 2023

Shortlisted candidates will be invited to a face-to-face panel interview at our London office. The panel will comprise Gail Jackson - Chief Executive Officer and Gemma Wadsley - Director of Strategic Finance.

Candidates successful at the first interview, will be invited to a final interview conducted remotely via MS Teams. In addition to Gail Jackson and Gemma Wadsley, the panel will comprise David Coulon, Trustee (Treasurer).
We are an equal opportunity employer

We welcome and invite applications from all suitably qualified candidates, regardless of age, disability, gender or gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. We invite applicants to let us know how we can help them better engage with the recruitment process.

We are a safeguarding charity

Our work and practice are underpinned by safeguarding principles with the aim of protecting children and young people and enhancing their welfare. Solving Kids’ Cancer UK always works in accordance with legislation, statutory guidance and best safeguarding practices. A basic criminal record check is required for all staff, trustees and volunteers.

We are a parent-led charity

Solving Kids’ Cancer UK is a parent-led charity and actively encourages applications from the parent community with lived experience of neuroblastoma and/or other childhood cancers.

solvingkidscancer.org.uk

Solving Kids’ Cancer UK is a registered charity in England and Wales (1135601), and in Scotland (SCO45094). It is a company limited by guarantee in England and Wales (7208648).