



Post: Finance officer

Reporting to: Business Support Manager

Hours: 5 hours per week

Salary: £15-20 per hour (Dependent upon experience, Will consider employed or self-employed)

Base: Europa House, 115 Charles Street, Milford Haven, SA73 2HW (Able to consider remote working with travel to the office on a regular basis)

JOB PURPOSE

To work closely with the Sandy Bear Business support manager and CEO to implement robust financial, reporting and monitoring systems for a growing charity, and to support the daily management of finances within the organisation.

Sandy Bear provide:

- Family Bereavement Support Services covering Pembrokeshire providing a range of responses including:
- Telephone support and guidance on particular areas of concern for families either pre-bereavement, in the immediate aftermath of a death or in the longer term.
- Individual and family support sessions.
- Support groups for parents/carers whose child is attending group.
- A group programme for children bereaved of someone important in their life.
- Liaison with schools and other staff working with children and young people to ensure holistic support.
- Collaborative working with other agencies to provide bereavement support in Pembrokeshire.

The ethos of Sandy Bear Children's Bereavement Charity is:

- To provide support that encourages open communication within the family, both pre and post bereavement, and fosters resilience in bereaved children and young people.
- To provide information for bereaved families about grief and help them understand some of the feelings they may experience .



- To find ways of remembering the person who has died, whilst coping with the challenge of adjusting to living a changed life.
- To provide families with the opportunity to meet others with similar experiences in a safe, non-threatening environment.
- To provide support for those in contact with bereaved families in the course of their work.

PRINCIPAL RESPONSIBILITIES

- To uphold the ethos of Sandy Bear Children's Bereavement Charity in what is offered to families.
- To work within our guidelines and policies ensuring that practice is standardised, ethical and safe for families, staff, and volunteers. This includes child protection, complaints and grievance procedures.
- To ensure all financial details held are retained within GDPR guidelines and financial best practice.
- To implement robust financial management systems in-keeping with the charities current and future needs as a small, but growing organisation.
- Working as an integral part of the team to provide support and guidance on income, expenditure, and cash flow positions on a regular basis.
- Management of the financial processes and procedures to ensure we meet regulatory compliance and can draw on more detailed information specific for different funders and supporters.
- To provide headline figures for the board and management team so we can monitor and manage through strategic review and operational delivery.
- Work closely with the business support manager and appointed accounts for the purpose of annual audits.

GENERAL TERMS AND CONDITIONS

Equal Opportunity

All employees must comply with Sandy Bear's Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.



Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client and staff records and information.

Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information and may be reviewed in the light of evolving needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> • Accountancy or Book-keeping qualification, or knowledge by experience 	<ul style="list-style-type: none"> • Knowledge of charities and how they operate.
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in an office environment • Knowledge of the challenges and opportunities within the voluntary sector 	<ul style="list-style-type: none"> • Experience of dealing with people in a customer facing environment
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work alone and within a multidisciplinary team. • Excellent communication skills • Computer skills 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Excellent communicator • Positive attitude, energy, and drive • Passionate about supporting the voluntary sector. • Works with a methodical approach with good time management skills. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexibility to work evenings and weekends on occasions. 	