

Finance Officer Candidate Information Pack

August 2020





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ST FRANCIS LEPROSY GUILD - BACKGROUND TO THE CHARITY



The work of St Francis Leprosy Guild has changed very significantly in recent years, in response to global changes in the treatment of leprosy. The development of successful multi-drug therapy has meant that more and more people have access to the drugs that will halt leprosy. More than 16 million people have been successfully treated.

However, leprosy has not been beaten—yet. By the year 2000 the number of new cases had reduced to around 200,000 each year. But the rate of reduction has levelled off to about the same level each year since then. St Francis Leprosy Guild is committed to supporting the World Health Organisation’s strategy of “*Accelerating towards a leprosy-free world*”, in a campaign to end leprosy one community at a time. The challenge today is to reach out to detect cases of leprosy where and when they emerge, so that transmission of the disease can be prevented. Successful outreach to detect new cases means training local primary health care workers in leprosy detection and treatment.

The Guild may be a small organisation, but as the leading Catholic charity working in this field we are having a significant impact. The outreach projects that we have been able to support were involved in detecting nearly 2% of the world’s new cases of leprosy last year alone. An end to leprosy is tantalisingly in sight and the Guild is determined to play a part.

Our mission is to contribute to the alleviation of the suffering caused by leprosy throughout the world, by encouraging and enabling Catholics to embrace leprosy sufferers and meet their needs, following the example of St Francis.



CONTEXT TO THE APPOINTMENT



In late 2017 SFLG undertook a thorough strategic review, which in due course led to the appointment of Kieran Kettleton as the charity's first Director.

Since then, Kieran has been working closely with the Board to reconfigure the Guild around a new strategy that is focused less on recurring 'maintenance grants' to projects, and more on outreach projects that contribute to the goal of ending leprosy.

SFLG has reconstituted as a CIO, introduced safeguarding policies for all overseas partners to sign up to, and instigated a successful donor recruitment campaign that has almost tripled the number of active donors. A new database and donation processing system has been introduced, and a new grants software programme has been acquired to administer overseas grants applications and distribution. The charity has also begun a parliamentary advocacy programme.

The new post of Finance Officer has been created in response to the increased volume of donations being received, to help build on the administrative improvements that have already been put in place.

There are other changes afoot. Within the coming months the charity will relocate from its present offices in West London, probably to one of the 'charity hubs' around the Capital. And Kieran has informed the Trustees that he wishes to retire—ideally by the end of 2020. Action Planning (who carried out the original strategic review and introduced Kieran to the charity) has been asked to recruit both the new Finance Officer, and Kieran's successor.

This is a great time to be joining an organisation with serious growth potential, at a significant moment in its development.



JOB DESCRIPTION



PURPOSE OF THE JOB

Reporting to the Director, the Finance Officer will have day-to-day responsibility for the financial management of the St Francis Leprosy Guild and other administrative duties as agreed. He/she will have due regard to the requirements of the Hon Treasurer so far as the preparation and presentation of the statutory accounts for the Charity Commission are concerned and will attend the Hon Treasurer's formal monthly review meeting to monitor their progress.

PRINCIPAL TASKS

FINANCE

- Responsible for all financial tracking of the organisation, including recording and processing all transactions, monitoring, bank reconciliation and controlling finances;
- Set up payments for authorisation as required from time to time by the Board of Trustees;
- Ensure payments are duly authorised in line with payments policies as agreed from time to time by the Board of Trustees.
- Ensure that duly authorised invoices are paid on a timely basis in line with payment terms;
- Invoice processing, payment and balance sheet reconciliations;
- Processing BACS payments;
- Ensure that receipts are banked and recorded on a timely basis;
- Analysis of results from SFLG Leprosy Programmes and Projects and the funding of them;
- Present the monthly management accounts at the Hon Treasurer's formal review meeting;
- Account for designated and any project restricted funds of SFLG, ensuring that income and spend is appropriately recorded and reported with donor compliance followed;

- Implement financial and operational policies as agreed from time to time by the Board of Trustees to ensure they are followed;
- Ensure that all legal, constitutional and regulatory obligations for financial aspects are met;
- Support the Hon Treasurer in the production of the annual accounts, support independent examiners with the annual Independent Examination and ensure that the accounts are submitted to the Charity Commission in line with the relevant deadlines;
- Track the cash flows and related activities, distinguishing between restricted, designated and unrestricted expenditure, and ensure that funds are managed in accordance with SORP charity guidance;
- Assisting in the preparation of budgets as required e.g. in relation to project-funding for the centres;
- Undertake banking of any cheques and cash on an as-needed basis.
- Ensure all matters requiring the Honorary Treasurer's consideration are brought to his/her attention promptly.

INCOME AND DEVELOPMENT

- Record and acknowledge all donations with appropriate letters
- Manage credit card donations, donations made through CAF and online giving platforms.
- Maintaining the donor database and outputting mailing lists for general mailings
- Support the preparation of the quarterly Gift Aid claim to HMRC as needed;
- Assist in the production of timely and accurate donor financial reports and track requests for payment as per agreed contracts and grants;
- Produce a regular pipeline document showing timings of expected income.



JOB DESCRIPTION



GRANTS

- Prepare payments in local currencies on the Guild's Western Union payment platform for approval by the Honorary Treasurer and process verification requests. Ensure receipts are received from Centres in receipt of grants.
- Notify Honorary Treasurer of Bank Transfer payments due to be made as required.

HUMAN RESOURCES

- Co-ordinate and run QBO online monthly payroll;
- Receive and process approved expense claims;
- Support all tender and procurement processes and contracting;

The job description is a general outline of the job duties and responsibilities. The post holder may be required to undertake other duties as may be reasonably required from time to time. SFLG is committed to providing a flexible working environment wherever possible.

PERSONAL SPECIFICATION



The Finance Officer will be a skilled bookkeeper, with the ability quickly to adapt to existing systems but also with the imagination, drive and technical competence to identify and implement more effective ways of doing things.

Key Areas	Essential	Desirable
Education / qualifications	Appropriate experience in a similar finance role, including working with donations, different cost centres, restricted funding and management accounts; Experience of administrative and operational management; Knowledge of accounting software (currently Quick Books Online and Data Developments Donations Co-ordinator); Understanding of payroll administration.	Relevant charity experience; Experience of financial reporting; Experience of preparing charity/statutory annual accounts in line with the Charities SORP; Experience with tendering and contracting; Experience of supplier management.
Competencies	Excellent written and verbal communication skills; Excellent attention to detail; Ability to plan, manage and prioritise competing workloads; Ability to handle multiple tasks and meet deadlines; Ability to maintain confidentiality; Excellent interpersonal skills; Excellent negotiation skills; Excellent organisational skills; Ability to work on own initiative and as part of a team; Ability to create and maintain good working relationships with internal and external stakeholders; Proficient in the use of Microsoft Office Suite, Quick Books Online and donations databases.	



PERSONAL SPECIFICATION



Key Areas	Essential	Desirable
Qualifications	Appropriate experience in a similar finance role	Relevant qualification in finance or business administration (e.g. AAT Advanced Certificate in Bookkeeping or ICB Level 3 Certificate in Bookkeeping)
Personal	High levels of personal integrity and honesty; Commitment to equal opportunities;	Knowledge / interest in overseas development particularly in regard to health issues A knowledge of and sympathy with the Catholic Church and the work of the Church in overseas development.
Attitude and Approach	Positive, proactive, able to bring her/his team with her/him Demonstrable willingness to be hands on whatever the task High level of probity both professional and personal	
Personal circumstances	Sensitive to the Catholic church's traditions and teachings Readiness to be flexible on working hours with appropriate TOIL arrangements	In good standing with the Roman Catholic Church

TERMS AND CONDITIONS



REPORTING TO

Director

LOCATION:

Currently the charity's office is 73 St Charles Square, London W10 6EJ, although this location is being reviewed. Some home working may also be possible

HOURS:

The role is for 28 hours per week (0.8FTE).

SALARY:

£26,000–£30,000 pa, pro-rata, subject to experience

ANNUAL LEAVE:

20 days, or pro-rata, plus bank holidays

PROBATION PERIOD:

6 months

HOW TO APPLY



The closing date for applications is 28th September 2020

Applications should be sent by email to:
Hayley.Mcdonald@actionplanning.co.uk

Please enclose:

- A full CV, including educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget and staff responsibilities. Please include details of your latest remuneration and benefits.
- A covering letter, of no more than two pages in total, summarising your proven ability to address the areas set out in the Job Description and Person Specification and your reasons for applying.
- A completed Personal Details Form – available on the Action Planning website at www.actionplanning.co.uk/jobs-board

If you have any questions about this post, please address them in the first instance to
david.saint@actionplanning.co.uk

All applications will be treated as confidential.

ST FRANCIS LEPROSY GUILD

73 St Charles Square,
London W10 6EJ

www.stfrancisleprosy.org

Registered charity number 1188749

RECRUITMENT CONSULTANT

David Saint,
Action Planning, 99 Ashurst Road,
Tadworth, KT20 5EY

david.saint@actionplanning.co.uk

