



CHILDHOOD EYE CANCER TRUST

Office & Finance Manager

Post:	Office & Finance Manager
Reports to:	Chief Executive
Place of work:	Aldgate East, London
Hours:	Full time – 37.5 hours per week
Salary:	£28,000-£32,000
Terms of employment:	Permanent
Benefits:	Contributory Pension scheme 25 days annual leave plus public holidays
Start Date:	February/March 2018

Person Specification

Qualifications required

- Educated to degree level or equivalent.

Experience required

- Significant experience of managing an office, providing support to senior management and staff team.
- Significant experience in bookkeeping, financial monitoring and budget reporting
- At least 5 years full time administrative experience including staff management
- Highly proficient and confident in the use of IT and able to train and support others.
- Proven experience in managing a large workload, multiple complex tasks and responding to changing and competing priorities.
- Experience and proficient in the use of CRM systems preferably to 'super user' level.

Essential skills required

- Excellent communication skills, both written and oral
- Strong IT skills including the use of databases, Word, Excel and PowerPoint and the ability to assist others in developing their skills in these areas.
- Sound understanding of accounting processes & procedures.
- Experience using Sage 50 accounts, or similar.
- Outstanding interpersonal and organisational skills and the ability to be flexible, work quickly and efficiently and to meet tight and frequently changing deadlines.

- The ability to be highly proactive, to plan, implement, monitor and evaluate own work and assist others with this.
- A friendly, helpful and professional telephone and face to face manner which conveys confidence and efficiency as well as sensitivity and empathy.
- Exceptional organisational and planning skills with particular attention to detail and a full and thorough completion of tasks.
- Ability to take an innovative approach to resolving difficulties and complex issues and tenacity to stay with it until satisfactorily resolved.
- A willingness to form productive and supportive working relationships with people from all backgrounds and bring out the best in those around you.

Desirable skills

- IT Qualification.
- A recognised qualification in bookkeeping / financial management or equivalent.
- Experience using Adobe Photoshop and InDesign.
- Experience editing website pages using WordPress.
- Understanding of the voluntary sector.
- Experience of working with volunteers.

Other requirements

- Willingness to work flexibly and occasionally out of contractual hours (time off in lieu will be given).
- A willingness to accept additional responsibilities which come with working as part of a small team and significantly contribute to its effectiveness and success.
- Ability and willingness to adhere to all the trust's policies.

To apply, please, email recruit@chect.org.uk with your CV and a covering letter outlining how your skills and experience match the role. The deadline for applications is 31 January however we will be calling the best candidates for interview as soon as possible so don't delay your application.