

# Finance Assistant

## Candidate Information Pack

Cavendish Cancer Care  
Tim Pryor Centre  
34 Wilkinson Street  
Sheffield  
S10 2GB

[hello@cavcare.org.uk](mailto:hello@cavcare.org.uk)

[www.cavcare.org.uk](http://www.cavcare.org.uk)

Registered Charity 1104261

## A Message from Our CEO

Many thanks for taking an interest in joining our team at Cavendish Cancer Care. In this pack you will find information about your job role but also about the ethos and culture of our charity

At Cavendish Cancer Care, we understand that each person's journey with cancer is unique whether you be a patient, carer or family member. Therefore, our support is tailored to individual needs, ensuring a personalised approach.

Our dedicated team provides a wide range of therapies and group interventions, both in person and online. These can deliver significant and immediate health benefits but also equip individuals with self-help techniques, such as relaxation and visualisation, which can support their long-term overall wellbeing.

All of our support is free of charge because we firmly believe that financial constraints should not hinder individuals from accessing the care they deserve. By removing financial barriers, we ensure equitable access to our support services, promoting a more inclusive and compassionate environment.

It is important to note that our support extends to individuals of all ages. Our commitment to inclusivity is exemplified by our dedicated Children and Young People's Service, which offers specialist play therapy, art therapy and counselling. Children affected by cancer receive tailored support through these specialised services, ensuring they have a safe space to express their emotions and navigate their unique challenges.

Demand for our support has soared. To address this growing demand and enhance our overall effectiveness, we are currently conducting a strategic review. Our aim is to improve the integration of support services, reach a broader audience, promote diversity, upgrade our facilities and ensure financial sustainability.

I look forward to welcoming you to our team.



Emma

**Emma Draper CEO**





**"Cavendish Cancer Care is a lifeline, they provide a haven in the turmoil of cancer treatment. Not only that they provide practical and emotional support that friends and family can't. I really don't know where I would have been without them"**

## About Cavendish Cancer Care

At Cavendish Cancer Care we support local people who are living with cancer. We give them and their families the chance to talk in confidence and offer complementary therapies to help alleviate both the emotional strain of cancer, and the physical side effects of the illness and its treatment.

We're an independent Sheffield charity and since 1991, we've been helping people across South Yorkshire, North Derbyshire and Nottinghamshire

We work alongside the NHS, offering professional counselling and therapy that complements and supports medical treatment. Our team of skilled counsellors and therapists specialise in supporting those with cancer. The services we offer are fully tailored to each individual's needs. We provide a place where people can share feelings and thoughts without guilt or the fear of upsetting anyone. We'll listen to the things people can't always say to their loved ones, with no judgement.

We are a charity and rely on the generosity of the public to keep our doors open. This includes donations and fundraising from supporters and former clients, and the hard work of our amazing volunteers.

## About the Role

Our new Finance Assistant will join a small, close-knit team and have the opportunity to work across all areas of the charity's finance function, whilst also taking the lead in some specific areas as outlined in more detail below.

You will be responsible for maintaining accurate and up-to-date records of all Cavendish Cancer Care's financial activity and overseeing invoicing procedures in relation to the charity's services. You will also support the Management Accountant in preparing the charity's accounts, budgets and cash flow forecasts.

As a small charity, strong financial controls, as well as accurate and up-to-date records, are vital to ensure that every penny possible can be spent on supporting local families affected by cancer. You will play an important part in enabling all of the work that we do.

Whilst this role requires some experience of financial processes and accounting, we are more interested in the skills and attributes you would bring to the team than the specific details of your work history. Regardless of experience, you will be fully supported to grow and develop within the role.

We have a culture of compassion and commitment which runs throughout the organisation and makes Cavendish Cancer Care a rewarding, supportive and positive place to work.

The post holder will work from Cavendish Cancer Care's base, the Tim Pryor Centre, although flexible working is supported. Work pattern and hours to be agreed with the post holder

## Finance Assistant

**Hours:**

**22.5 hours**

**Location:**

**Tim Pryor Centre  
but flexible  
working is  
supported**

**Accountable to:**

**Board of Trustees**

**Reporting to:**

**Head of Finance &  
Data**

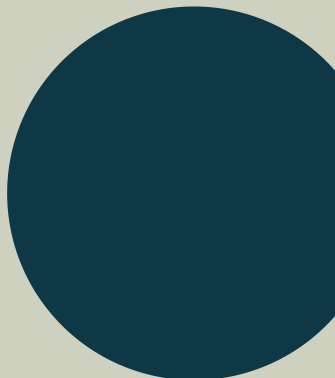
**Salary**

**£15,300 per annum  
(£25,500 full time  
equivalent)**





## Key Responsibilities

- To maintain up-to-date and accurate accounting records on the charity's accounting software package (QuickBooks).
  - To maintain accurate and up-to-date records of income on the charity's main database (Donorflex).
  - To submit Gift Aid claims to HMRC as appropriate.
  - To contribute to the control of day-to-day cash flow.
  - To open and process post received by the charity in accordance with the post opening procedure.
  - To ensure that cash and cheques received are deposited in a timely manner into the charity's bank account and that these deposits are accurately recorded on QuickBooks and Donorflex.
  - To process invoices from and payments to suppliers and other creditors, ensuring accurate information is recorded on QuickBooks and that payments are prepared for approval as appropriate via the online banking system.
  - In particular, to oversee the collation and processing of invoices from Cavendish Cancer Care's self-employed therapists and assessors, and to re-invoice funders accordingly.
  - To prepare invoices for funders, customers, event attendees and sponsors, ensuring that accurate information is recorded on QuickBooks and that payments are reconciled to the invoices when received.
  - To review debtors and follow these up or alert the Management Accountant and Head of Finance & Data as appropriate.
  - To provide the Management Accountant and Head of Finance & Data with relevant information to produce budgets and forecasts.
  - To provide the Management Accountant and Head of Finance & Data with relevant information to produce management accounts and investigate budget variances.
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## Key Responsibilities

- To proactively monitor expenditure and support budget holders in identifying opportunities to manage costs in their respective areas of operation.
- To assist with ensuring that the charity's financial controls and procedures are adhered to, particularly in relation to the authorisation of purchases and expenditure.
- To maintain confidentiality at all times when dealing with sensitive personal information and ensure that all relevant data protection laws are followed.
- To adhere to all Cavendish Cancer Care policies and procedures at all times.
- To protect the good name and reputation of Cavendish Cancer Care by all reasonable means.

The post holder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care.

This job description may be amended from time to time to reflect organisational and role developments and needs

### Terms of Contract

<b>Contract Status</b>	<b>Permanent Part time</b>
<b>Location:</b>	<b>The postholder will work from Cavendish Cancer Care's base, the Tim Pryor Centre, for the majority of the time although flexible working is supported</b>
<b>Working Hours</b>	<b>22.5 hours per week, regular work pattern to be agreed, flexible working supported</b>
<b>Salary</b>	<b>£15,300 per annum (£25,500 full time equivalent)</b>
<b>Annual Leave</b>	<b>25 days plus bank holidays pro rata</b>
<b>Pension</b>	<b>Cavendish Cancer Care Group Personal Pension Plan, Royal London. Employer contribution - 3%. Employee contribution - 5%.</b>

## Person Specification

	Required	Desirable
<b>Qualifications &amp; Experience</b>		
Experience of financial processes, accounting and bookkeeping	X	
Experience in a similar role and / or experience of the specific tasks and processes involved in this role (e.g. banking, preparing and processing invoices)		X
Experience of working in the charity/voluntary sector		X
Accountancy qualification from a recognised body (e.g. AAT)		X
Experience of using financial management / accounting software (e.g. QuickBooks, Xero, Sage)	X	
Experience of using QuickBooks		X
Experience of using customer relationship management systems (CRMs) and / or databases		X
<b>Knowledge &amp; Understanding</b>		
Understanding of key accountancy and bookkeeping concepts	X	
Knowledge and understanding of the specific requirements of charity finance and accounting (e.g. in relation to restricted funds)		X

## Person Specification

	Required	Desirable
<b>Skills &amp; Personal Attributes</b>		
Excellent attention to detail, ability to work accurately with complex information, processes and procedures	X	
Strong IT skills, including proficiency with Microsoft Office	X	
Excellent planning and organisational skills, ability to manage multiple deadlines effectively	X	
Strong interpersonal and communication skills with the ability to quickly build effective working relationships with a wide range of different people	X	
A team player, willing to pitch in and support colleagues in finance and other teams as needed	X	
Tenacity and the ability to hold people to account to ensure that all processes are properly followed	X	





## Our Care

Cavendish Cancer Care believes that people affected by cancer have unique needs that cannot always be fully addressed by their health care providers and social support networks. We offer a safe space for people to talk and someone to help them deal with the way cancer has affected them and their life. We strive to support people as individuals, seeing the person, not the illness.

We support people:

- With a cancer diagnosis / going through treatment
- In remission / survivors
- With a loved one facing cancer (such as a parent, child, or partner)
- Who are caring for someone with cancer
- Who have been bereaved by cancer

We will work with you and help you to adjust to cancer, improve your emotional wellbeing and enrich your life.

Our Children and Young People's Service offers specialist support to children and young people up to the age of 18 whose lives have been affected by cancer. This includes those who have had cancer themselves, as well as those who have been affected by the illness within the family. The service also works with young people who are bereaved.

As well as offering one-to-one sessions to young people, our therapists offer advice and support to parents and carers who are looking for guidance in supporting their children and in managing what is often a dramatic change in the family.

The face-to-face in-person service we provide at our home, the Tim Pryor Centre, in the centre of Sheffield will always be a vital part of what we do and will always be core to our values. However, in order to ensure we reach as many people as possible, over the last three years we have developed our online presence, through both live sessions and on-demand content.

We have developed an extensive bank of online resources and self-directed courses. Our new Online Wellbeing Bundle provides lifetime access to a wide range of audio, video and written resources on a number of topics, including stress, mindfulness, sleep, diet and nutrition, which clients can use to manage their long-term health and wellbeing.

Our face to face and online offerings, coupled with our peer-to-peer support service, Cavendish Cancer Buddies, mean that we are now able to offer a wide range of interventions to effectively address the impact cancer has on each individual.

## Why work with us ?



We have a culture of compassion and commitment which runs throughout the organisation and makes Cavendish Cancer Care a rewarding, supportive and positive place to work. We believe that the thing that makes Cavendish Cancer Care special is the people involved in all areas of the organisation.

Some benefits of being a member of the Cavendish team include:

### **Cavendish Wellbeing Platform**

All staff have access to our Cavendish Wellbeing platform which contains video and self directed content to support your mental and physical wellbeing.



### **Continuing Professional Development**

Everyone working at Cavendish Cancer Care has access to training budget each year to support their professional development.

### **Free car parking**

We have staff parking onsite at our home the Tim Pryor Centre.



### **Flexible working**

We believe a positive workplace means having a flexible approach to working patterns and will always listen to your needs and try to accommodate them if possible.

### **Experts in cancer support**

For more than 30 years we have been improving the quality of life for people living with cancer and their loved ones. You will be joining a charity that is well respected across the cancer care landscape



### **Making a difference**

By taking a role at Cavendish Cancer Care you will be contributing to an vital charity supporting cancer patients and their families. You will be able to see the difference you make on a day to day basis.

## Vision for the Future

Although our services continue to evaluate extremely well and make a real difference to the lives of those we support, we never stop looking for ways to improve the care we provide. In 2023/24 we are undertaking a strategic review of our services to ensure that:

- All the different types of support we offer are fully integrated and we provide a seamless experience for our clients to ensure that they can access the right support at the right time, to maximise their short and long-term health and wellbeing;
- We can reach more of the people who would benefit from our support but don't currently receive it;
- We increase the diversity of our client base so that it is more representative of the community we serve;
- Our premises, facilities and systems are fit for purpose and provide a quality experience for our clients; and
- We can become a centre of excellence for integrated cancer care

We are committed to expanding and enhancing our Children and Young People's Service, ensuring that it can reach and support a larger number of young individuals facing the challenges of a cancer diagnosis, whether personally or within their family. Our goal is to create an environment and structure that can effectively provide the much-needed support for these young people to address the significant trauma they have experienced.

We are excited about the opportunities that lie ahead as we plan for the future.



## Cavendish Cancer Care

### Contributing to Integrated Cancer Care, Education and Research

Our experienced therapy team also operate hospital-based outreach services across several key locations within Sheffield Teaching Hospitals NHS Foundation Trust. They provide vital support to patients and carers as they go through treatment and end-of-life care. Building on this, we have expanded our outreach service to Chesterfield Royal Hospital to support people affected by cancer in North Derbyshire.

In addition, we maintain a role working alongside the University of Sheffield to deliver high quality education and placements for the University's medical students. We help them to understand the importance of complementary therapies and the role they can play in effective holistic support for people affected by cancer.

We also have involvement with the SURECAN study, led by Queen Mary University of London. This study seeks to develop a new type of talking therapy to improve the quality of life and overall wellbeing of cancer patients.



## Our Commitment to Equity, Diversity and Inclusion

At Cavendish Cancer Care, we are dedicated to fostering an inclusive and diverse work environment. We firmly believe that a diverse workforce, inclusive of various backgrounds, experiences, and perspectives, enriches our workplace and strengthens our ability to innovate and serve our community effectively.

We are committed to providing equal employment opportunities to all individuals regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We actively promote an environment where everyone feels valued, respected and empowered to contribute their best.

Our commitment to equity, diversity and inclusion extends beyond our hiring process. We strive to create an atmosphere where every employee feels supported, has the opportunity to grow and can thrive in their role. Through ongoing education, training and open dialogue, we are dedicated to continuously improving our practices and fostering an environment that champions diversity and inclusion at all levels.

# How We Deal with Your Application

We will deal with your application as quickly as possible and advise you of the likely timetable at each stage.

Following your application:

- You will receive an acknowledgment of receipt of application.
- Your application will be evaluated against the criteria set out in the pack. All applicants will be contacted with feedback.
- Shortlisted candidates will be invited for interview at Cavendish Cancer Care.
- Where a candidate is unable to attend and interview on the set date then we will endeavour to provide an alternative date. The timescales of this alternative date must be equitable and fair for all candidates involved.
- All candidates interviewed will be contacted with feedback.
- If successful you will receive a letter confirming your appointment.

## How We Treat Your Data

We take the protection and security of the information you provide extremely seriously.

Unless you are successful in securing employment with Cavendish Cancer Care, we will use it only as part of our recruitment processes, to assess your suitability for any vacancies within our team. For further information about our approach, please visit <https://cavcare.org.uk/get-involved/jobs/>

## How to Apply

If you wish to apply for the position, please supply the following:

- An up-to-date CV setting out your career history with responsibilities and achievements, any professional registrations and preferred contact details.
- A supporting statement (or covering letter) of no more than 2 pages which fully addresses the criteria in the job description and person specification.
- Details of two referees who can speak authoritatively about you, together with a brief statement of how long they have known you and in what capacity. Referees will not be contacted without your consent

The above should be sent to Mike Sawkins, Head of Finance & Data  
email: [mike@cavcare.org.uk](mailto:mike@cavcare.org.uk)

The closing date for applications is midnight, Monday 9th October

For an informal and confidential discussion about the role please contact:

Mike Sawkins  
Head of Finance & Data  
[mike@cavcare.org.uk](mailto:mike@cavcare.org.uk)  
0114 285 9860

## Recruitment Timetable

**The dates are indicative and may be subject to change (except the closing date)**

**Closing Date: Midnight, Monday 9th October**

**Interviews: Wednesday 18th and  
Thursday 19th October**

# cavendish cancer care

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