



YORKSHIRE
AIR AMBULANCE

Registered Charity No. 1084305



Job Information Pack



Finance Officer

- 37.5 per week, Monday to Friday
- Hybrid – mixture of home and office working from Cayley House, Elland



Our Mission Statement:

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.

About the role:

Do you want to feel as though you are helping to save lives every day? When working for YAA as a Finance Officer that is exactly what you will be doing!

The Finance Officer supports and assists the Finance Manager in controlling and processing the charity's expenditure alongside other day to day finance duties and providing support, where appropriate, to the general running of the Charity office.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



Summary of the role:

JOB TITLE	Finance Officer
LOCATION	Hybrid – mixture of home working and office working from Cayley House, Elland
REPORTING TO	Finance Manager
HOURS	37.5 per week, Monday to Friday
ADDITIONAL INFO	
JOB PURPOSE	To support and assist the Finance Manager in controlling and processing the charity's expenditure alongside other day to day finance duties and providing support, where appropriate, to the general running of the Charity office.

Key Responsibilities and Duties

- ❖ To process orders for goods and services on behalf of the Charity ensuring that appropriate authorisation is in place.
- ❖ To enter and check invoices on to the finance software. To ensure all invoices are duly paid and remittances processed.
- ❖ To prepare and maintain prepayment schedules
- ❖ To check and process staff and volunteer expenses.
- ❖ To ensure that VAT claims are accurate and maximized on purchases.
- ❖ Set up new supplier accounts and maintain existing account details within the purchase ledger.
- ❖ To support the Finance Manager in maintaining the Fixed Asset Register and maintain depreciation schedules.
- ❖ To input credit card purchases and reconcile credit card statements.
- ❖ To support the Finance Manager in preparation of the monthly management accounts.
- ❖ To complete monthly balance sheet reconciliations
- ❖ To provide budget holders with reports and guidance on costs incurred.
- ❖ To respond to accounts and financial queries from staff and volunteers.
- ❖ Provide input into financial policies, procedures and finance handbook including maintaining process documentation.
- ❖ Filing as required.
- ❖ To provide cover in the absence of other members of staff regarding collecting direct debits and reconciling the sales ledger to the CRM system.
- ❖ To undertake any other duties given by the Finance Manager and the Director of Finance.

Knowledge and Skills Required:

Essential:

- ❖ Experience of working within a Finance function and managing purchase ledger.
- ❖ Formal accounting training up to AAT (or equivalent).
- ❖ High level of accuracy and strong attention to detail.
- ❖ Methodical approach to work.
- ❖ IT literate with Excel and Word skills.
- ❖ Able to communicate with both finance and non-finance colleagues.
- ❖ Ability to work as part of a team.
- ❖ Ability to work to tight deadlines
- ❖ GCSE (or equivalent) at Grade C or above in Maths and English.

Desirable:

- ❖ Knowledge of Sage 200.
- ❖ Previous finance experience in a Charity or not for profit organisation.

Skills and Abilities:

Planning for the Future - Plans to achieve their objectives within timescale, balancing short- and long-term requirements. Identifies opportunities and barriers and considers the implications of actions.

Communicating with Others - Pitches communication at the right level both verbally and in writing and checks for understanding. Good listening skills. Uses information to influence others. Able to give tough messages when required.

Leading a Team - Setting direction for a team and motivating them to deliver results.

Generating Ideas - Continually seeking to improve the service offered by the team by coming up with improved systems and processes and added value activities. Considers pros and cons and impact on team and resources.

Building Relationships - Works well with others. Co-operates willingly with others. Able to quickly build effective relationships with all levels both internally and externally and meet the needs of the individual. Treats others with dignity and respect and able to gain the trust of others. Builds strong relationships with others.

Flexibility and Adaptability - Adopts a flexible and adaptable approach. Recovers well from setbacks and resistance from others. Remains calm under pressure and focused on the task. Encourages others to do the same.

Making Decisions - Anticipates issues and takes action to address underlying cause. Reaches effective decisions by gathering and analysing relevant information balancing cost, benefit, and risk implications. Considers options, weighs up pros and cons before deciding on action.

Delivering Results - Accepts accountability and ownership. Ensures self and team delivers on time and to required standard. Has high standards and leads by examples. A good role model. Creates enthusiasm in others.

Self-Motivated - Works well on their own or as part of a team. Demonstrates a positive attitude. Energetic and enthusiastic.



Additional information:

- ❖ Salary £23,000 - £25,000
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance and personal KPIs.
- ❖ 22 days paid holiday per annum plus statutory Bank Holidays (pro-rata). Time off in Lieu for evening and weekend work.
- ❖ Work Life/Family Balance - a commitment to helping you achieve a work life balance including flexible working opportunities, enhanced family leave packages, including maternity, paternity, and adoption/surrogacy.
- ❖ Regular team building and away days with a calendar of events and social activities.
- ❖ Commitment to training and personal development for all staff, including access to short online training sessions.
- ❖ Eligible to apply for a Blue Light Card, gaining discount at 100's of businesses.
- ❖ Contributory pension scheme (contributions matched by the Charity up to 8% and annual pensions advice).
- ❖ Life Assurance plus access to an Employee Assistance Programme covering Financial, Mental and Physical Wellbeing.

Closing date for this role is: Friday 24th June 2022 at 12 noon



Application process:

To apply for this position:

- ✓ Please send your CV and a covering letter detailing how your experience, knowledge, skills and qualities meet the criteria of the role to recruitment@yaa.org.uk
- ✓ Complete and send the optional Equal Opportunities form.

If you wish to discuss the job role in more detail, please contact Heather Goodwill on 07971 092703.



GDPR & our Recruitment Privacy Statement:

The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement on our website before completing and submitting your application for employment.





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We look forward
to receiving your
application

