



Finance and Administration Officer

Role Pack – January 2025





We're getting to grips with guts. Will you join us?

Thank you for your interest in joining our team at Guts UK.

Guts UK Charity is committed to a world where **digestive disorders are better understood, better treated and everyone who lives with one gets the support they need**. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many, and treatment can be often come too late.

We are the only UK charity funding research into the digestive system from top to tail; the gut, liver and pancreas. We fund lifesaving research, provide patients and loved ones with expert information and support, and raise awareness for digestive disorders - we are informed by evidence and expertise and our community and the patient voice.

Our Board of Trustees recently approved a new five-year strategy and we have big ambitions for the future. We are seeking a **finance and administration officer** who shares our vision and passion. This is a crucial role for someone to help ensure the professional working of our finance, HR, and operations. Our back-office processes ensure that all the Guts UK team can provide the best possible support and work help the UK get to grips with guts more quickly!

You will join a small but highly motivated, professional, and engaged team eager to further develop our work and impact.

This is a very exciting time to be joining Guts UK. We look forward to hearing from you.

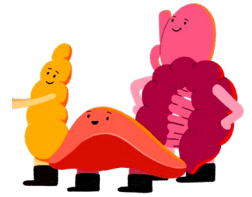


Suzanne Hudson, Chief Executive

Who are Guts UK Charity?

Guts UK is the charity for the digestive system

People are suffering. People are dying.
All because of a lack of knowledge about our guts.



Guts UK is *the only charity* that covers all of the digestive system, from 'top to tail' covering the gut, the liver and the pancreas. Guts UK works actively and collaboratively with other charities. However, with our own limited resources, we choose to focus particularly on the conditions that have no other specific charity or voice - those illnesses that really are underserved such as pancreatitis, diverticular disease, irritable bowel syndrome (IBS), childhood gut and liver disease and digestive cancers.

Our Vision

A world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need.



Our mission is to improve the lives of the millions of people affected by digestive diseases. Guts UK's research leads to earlier diagnoses, kinder treatments and ultimately, a cure.

We deliver this through **three objectives**:

Providing expert information - when armed with the right information, patients can take control of their health and make informed decisions. We provide evidence based information and guidance to patients, carers and health care professionals



Raising public awareness - research shows that 58% of people are embarrassed to talk about their digestive conditions or symptoms. We run campaigns and events to spread awareness and education to empower people to speak up and seek help



Funding and driving research - we fund awards, grants, prizes and fellowships into the entire digestive system. We involve our patient panel in all of our research decisions and in our work on policy, pathways and treatments and we run PSPs to ensure research is focused in the areas that will drive the most difference



Being part of our team



Pay and progression

- We benchmark our salaries and review annually
- We are committed to training and development for all team members and have a budget to support external training and conferences dependent on need
- We have a performance management process which includes development planning designed to support our employees

Location and flexible working

- We have offices in London and Huddersfield which are easily accessible by road or public transport. We support hybrid working but attendance in one of the offices [dependent on your location] is required on an average of 2 days per week. If you are interested in the role and have queries about office-base requirements, please contact us to discuss.
- Home working is fully supported, and necessary adjustments can be made as needed.
- As a small national charity, it is important for us to get together in person as a team. Travel and overnight stays are required for team and other days with expenses and travel costs met by the charity.
- As a small team, we share the responsibility of representing Guts UK at events and conferences. Again, travel and expenses (and a branded t-shirt of course) will be met for authorised work activities.

Benefits and wellbeing

- We offer 27 days annual leave each year with 3 days off at Christmas and 2 at Easter.
- Our Employee Assistance Programme provides mental health support, remote GP access, physio and personal training, legal and financial support alongside savings, discounts, and wellbeing training and courses. These free services are available to you and subject to eligibility criteria, family members.
- Income protection and a Group Personal Pension plan (3% employer contribution).
- We pride ourselves on the health and well-being support for our team, a number of whom live with health conditions and have agreed reasonable adjustments to support them in their roles.

Finance and Administration Officer - Overview

Hours:	Full time, 37.5 hours per week
Salary:	£30,000 - 32,000 (dependent on experience and location)
Reports to:	Chief Operating Officer
Location:	London (NW1) or Huddersfield (HD1) We are open to flexible working arrangements but a presence in one of our offices is required

Overall Purpose

This is a pivotal role for the charity in ensuring finances are managed in a timely, accurate and compliant manner. The Finance and Administration Officer will maintain the day-to-day accounts for the charity including bank reconciliations, journal posting and invoicing and supported by our experienced Finance Manager, will be responsible for month-end and quarter-end closure and reporting and will support with the year end audit and reporting.

In addition to the financial responsibilities, this role is critical in providing administrative support for the leadership and wider team. They will support with key HR and admin processes including the onboarding of new staff and trustees and maintaining HR record management.

Who we're looking for?

If you are a qualified finance technician or you're part way through finance or accounting qualifications then this may be the perfect role for you.

We're looking for someone methodical and structured, with a keen eye for detail who can keep our finances, HR and administration running smoothly. You'll be someone who prides yourself on doing things properly and loves it when a system and a spreadsheet reconcile!

The role forms part of a small finance and operations team so the ideal candidate needs to be prepared to roll their sleeves up and support where needed to ensure we can keep our processes running smoothly and efficiently.

Job Responsibilities

Day to day account management and book-keeping:

- Overall responsibility for ensuring bank accounts, accounting software, and accounts payable/receivable are all efficient, compliant and up to date
- Reconciling the bank accounts including mapping transactions in our accounting software to the bank accounts and our CRM system or relevant supplier reports
- Ensuring all transactions in our accounting system are mapped appropriately and have sufficient supporting information
- Processing cash/cheques that we receive to the office
- Working closely with our fundraising team to ensure all income is tagged appropriately in our accounting system enabling consistent tracking and reporting
- Preparing journal entries as required for research award payments, commitments or any other payments / transfers required
- Ensuring all funds (be they restricted, unrestricted or designated) are accounted for currently and reconcile to our fundraising and governance records
- Tracking and analysis of expense payments
- Preparing monthly payment runs including both preparing the payments for processing and also summarising for senior management approval
- Invoice management including issuance and debtor management
- Management of the finance inbox including liaising with any incoming account or invoicing queries
- Ensuring all financial procedures are clearly documented and suggesting and implementing process improvements where identified

Management accounting & reporting:

- In collaboration with Finance Manager, month end account closure and preparation of any summary reports or reconciliations
- Supporting the COO and Finance Manager with preparation of draft quarterly management accounts and other management reports for review with senior management team
- In collaboration with the Finance Manager, closing the accounts at year end (financial year is January – December) and preparing relevant reports and documentation for the audit team
- Supporting the COO and Finance Manager with the preparation of the Annual Report and Accounts.
- Supporting the Finance Manager with external reporting requirements as needed such as Gift Aid claims

HR and Administrative support

- Coordinating the onboarding and leavers process for new employees and trustees to the charity including liaising with IT support provider to ensure appropriate technology is secured and set-up
- Support with HR reporting and management of the HR database
- Support with the recruitment process for staff, volunteers and trustees including posting roles to appropriate channels, tracking applications, and arranging interviews
- Administration and coordination of team meetings, team away days, and Board/governance meetings including calendar entries, tracking attendees and booking travel / accommodation
- Management of travel and expenses process including supporting with booking, expense claims and reporting
- Central coordination of procurement processes for the charity
- Office administration and general oversight of the housekeeping including stock management, acting as point of contact for suppliers and property stakeholders, and managing bookings for conference room

Wider charity responsibilities

- Supporting the COO / Chief Executive with Health and Safety management
- Supporting the COO / Chief Executive with ad hoc projects and tasks as required to support the administration/operations of the charity
- Supporting the COO with other operations tasks as suited to the nature of the role
- Along with other team members, represent Guts UK at meetings, conferences and events where required
- Ensure compliance with charity policies and all relevant legislation
- Demonstrate behaviours in line with the charity values and maintain the reputation and standing of the charity

Skills & Attributes

Essential

- Finance/accounting professional, either studying for or completed a finance (e.g. ATT) or accounting qualification
- Minimum of two years' experience working in an accounts or book-keeping role (ideally within the charity sector but not essential)
- Astute, able to manage a varied workload, with a strong attention to detail
- Demonstrable skills and experience in excel and accounting packages (ideally cloud based accounting software – we currently use QuickBooks)
- Good communication and relationship management skills, both verbal and written
- Self-motivated and able to work independently and autonomously to set, and sometimes short, deadlines
- Motivated and engaged team player who enjoys working collaboratively with other team members, both in person and remotely
- Excellent IT skills including a strong grasp of MS365 tools (particularly excel and Outlook)

Desirable

- Knowledge of SORP and charity tax rules
- Understanding of different charity income streams including restricted vs unrestricted and associated accounting treatments
- HR administration experience
- Charity/organisation administration
- Knowledge of Health & Safety best practise and, or regulations
- An interest in or connection to the work of Guts UK

Diversity

Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers. The team at Guts UK reflects and understands the experience of and the communities we serve.

Notes

- Guts UK is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups.
- If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your

application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements

- You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.
- The purpose of this job description is to focus attention on the most important aspects of the jobholder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day-to-day performance of the job will include tasks not listed above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.

How to apply

Hopefully you are inspired to apply for this role and join us in helping the UK to get to grips with guts. However, if there is anything else you want to know that hasn't been covered, please email Katie Noon, Chief Operating Officer on knoon@gutscharity.org.uk

- The closing date for applications for this role **Wednesday 29th January** but we shortlist applicants on a rolling basis.
- All applications should be submitted on-line through [CharityJob](#) which will request your CV and a cover letter explaining your skills, experiences and what you will bring to the role. CVs will not be accepted without a covering letter.
- If you anticipate having problems using CharityJob, please contact us at info@gutscharity.org.uk or on 0207 486 0341 but please be aware that applications will not be accepted through alternative means without prior discussion.

Please note that applications will be assessed as and when they are received, and interviews will be arranged on a rolling basis so we suggest you apply as soon as possible. Interviews will be scheduled between 5 – 14th February.

If you have a disability or health condition and wish to request reasonable adjustments at any stage of the recruitment process, please contact info@gutscharity.org.uk.