



Finance Officer

Candidate Information Pack

January 2024

# Finance Officer - SRUK

Could you play a key role in supporting the work of SRUK in its financial transactions and processing as it moves forward to the next stage in its journey of transformation and growth?

## A message from our CEO

Thank you for your interest in working for Scleroderma & Raynaud's UK (SRUK).

This is an exciting time to join the charity as we prepare to implement a new strategy to deliver our vision of a world where no one has their life limited by Scleroderma and Raynaud's. Building on the strong foundations laid since the merger, we are investing in key workstreams and infrastructure to improve our reach and ensure that everyone with Raynaud's and Scleroderma knows they are not alone and that help and support are available.

Key to our growth will be investment in four enabling strategies of data, digital, communications & engagement, and partnerships.

As the Finance Officer, you will play a key role in helping us achieve this growth and transformation. You will provide essential support to the organisation to maintain key financial processes and help us implement change and improvements to the quality and flow of financial data.

If you have the relevant skills and experience, and a passion to drive forward change and accelerate tangible benefits for patients, we would love to hear from you.

Sue Farrington, CEO

**Scleroderma & Raynaud's UK (SRUK) is the only UK Charity dedicated to improving the lives of people with scleroderma and Raynaud's phenomenon.**

## About SRUK

Scleroderma & Raynaud's UK (SRUK) launched in April 2016 as the result of the merger of two patient organisations: the Raynaud's & Scleroderma Association (RSA) and the Scleroderma Society.

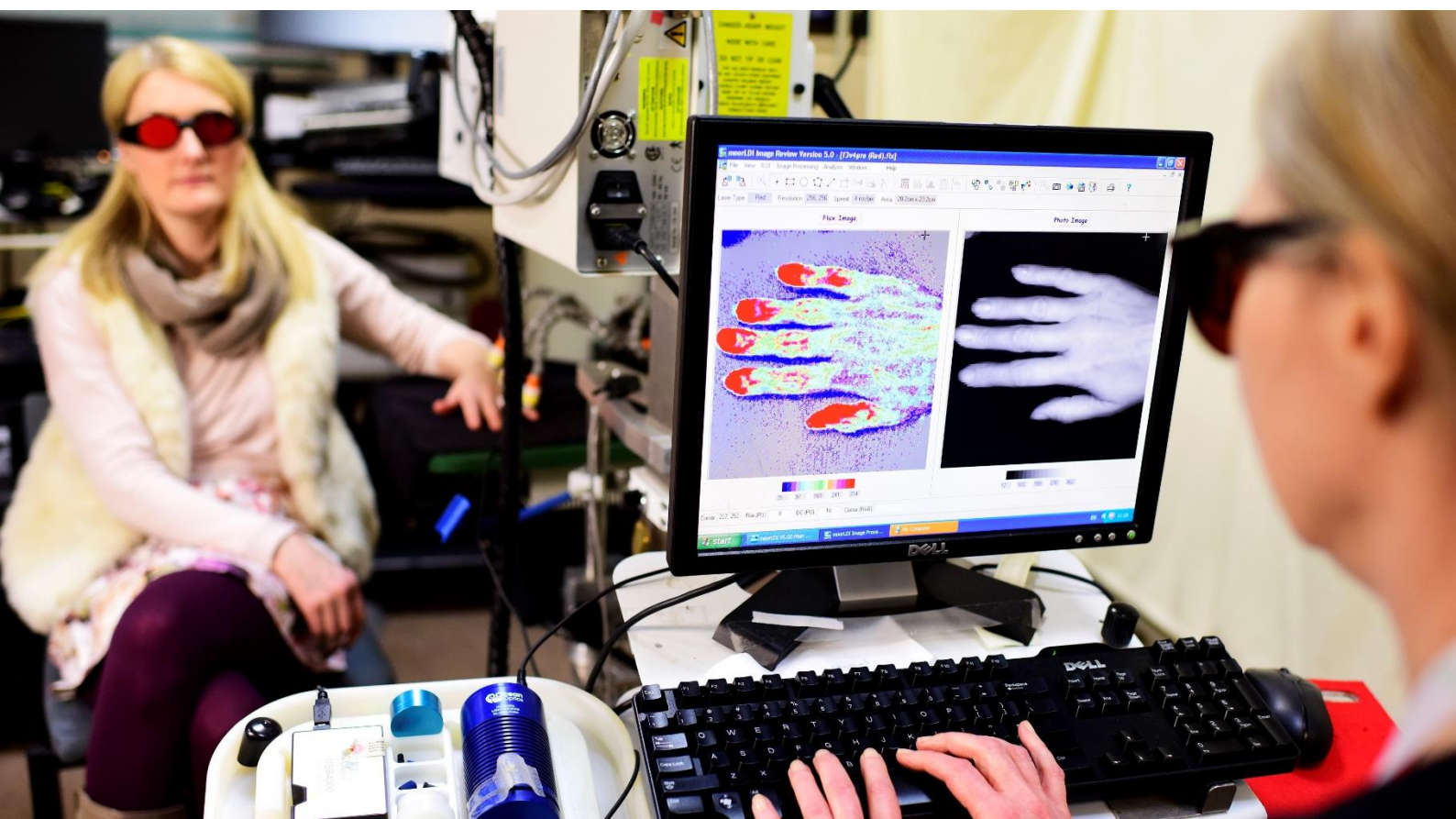
SRUK is the only charity in the UK dedicated to improving the lives of people affected by Scleroderma and Raynaud's. We exist to improve awareness and understanding of these conditions, to support those affected, and ultimately to find a cure.

We are looking for an ambitious individual to be part of our team taking Scleroderma & Raynaud's UK to the next stage in its journey of transformation and growth.

This is an exciting time to join the organisation as we scale up to deliver on our ambition to significantly increase the level of investment in research and services, so that people affected by Scleroderma or Raynaud's have access to the best treatment, information and support.

We are looking for someone with a desire to create positive change and to make a real difference to the lives of people living with Raynaud's and Scleroderma.

Further information about SRUK can be found on our website: <https://www.sruk.co.uk>.



# About the Finance Officer role

The Finance Officer is a new role at SRUK and will support the work of the charity through processing and monitoring financial transactions and assisting in the preparation of monthly management accounts.

We are looking for an enthusiastic individual who has a strong financial background with excellent attention to detail, a flexible attitude, an ability to work effectively under their own initiative and as part of a small team, together with excellent organisation and administrative skills.

The position is offered on a part-time basis, and we offer flexible working arrangements.

## **The principal areas of Accountability are:**

- To process and monitor financial transactions, assist in the preparation of regular management accounts and help ensure that SRUK's finances are accurate and up to date.
- Liaise with staff and management accountants as required to resolve supplier queries and enquiries
- Administer aspects of the SOLDO expenses platform
- Support the Head of Operations with Audit preparation and fieldwork

## Why SRUK?

We are a small, ambitious but mighty charity, with a dedicated and friendly team of 12 led by Sue Farrington, who is also President of FESCA, Federation of European Scleroderma Associations.

We work hard to support our community of people affected by the conditions, Raynaud's and Scleroderma. The two conditions are related - they're both autoimmune.

Raynaud's: is not life-threatening, but it's about the extremities of limb and how they are impacted by cold and heat.

Scleroderma: However, individuals can be at risk of systemic sclerosis, which is a serious and rare condition.



Therefore, SRUK has to serve the needs of a range of individuals. As a team, we're trying "To Do" rather than just think - we're trying to show systemic sclerosis will have a knock-on effect for other issues. It's about supporting a community and being very innovative. SRUK plays an important role in tackling a rare disease.

Moving forward, we have made a significant investment in our infrastructure for ambitious transformation that includes being very mindful of how we're using data and how this feeds into our research strategy in the future. A core part of this is that we have an engaged set of trustees who have really helped us with our transformational programme to be the most effective.



# Role Profile

<b>Job title:</b>	Finance Officer
<b>Hours:</b>	Permanent, part-time (up to 0.6 FTE)
<b>Salary:</b>	£30,000 to £32,000 FTE dependent on experience
<b>Benefits:</b>	3% Employee / 4% employer pension, Central London location, flexible working arrangements
<b>Location:</b>	Hybrid – SRUK's central London office and home-based
<b>Accountable to:</b>	Head of Operations

## Person Specification

### Experience and expertise

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- Confident in using Excel, preparing financial reconciliations and handling financial data from different sources.
- Experience of implementing financial processes to achieve efficiencies.
- Knowledge of charity finance/accounting and the relevant issues impacting the sector.
- Understands the nature of income streams within a charity.
- Experience of participating in the audit experience and preparing end-of-year schedules.
- Graduate-level / equivalent qualification
- Evidence of continuous professional development or equivalent work experience.
- Track record of administration experience.

### Character and motivation

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- Organised. Excellent attention to detail. Able to identify solutions for improvement.
- Ability to act on your own initiative and when to seek guidance.
- Good organisational skills and time management, and excellent communication skills.
- Team player, able to build strong working relationships across a small organisation to achieve a common goal.

- Confidence in working independently and intuitively.
- “Can do approach - willing to roll up their sleeves and get stuck in.”
- Energy to align with our vision, mission and values – and can demonstrate real commitment to these values.
- Passionate about making a real difference and improving the lives of people living with Scleroderma and Raynaud's.



# How to apply

[Eastside People](#) is supporting [SRUK](#) in the recruitment of these roles. [Please click here](#) to apply by submitting your CV and a cover letter which should indicate why you are interested in applying for this role and how you meet the selection criteria. Please include relevant examples where possible.

**The closing date for applications is Friday 9th February 2024** and longlisting interviews, held by Eastside People, will take place the following week.

Interviews with SRUK for shortlisted candidates are expected to take place in late February 2024 but exceptional candidates may be invited to interview earlier.

If you would like a call to discuss the role in more detail, please email Paul Venning, [p.venning@eastsidepeople.org](mailto:p.venning@eastsidepeople.org) to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.





# Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.