

Application Pack



Candlelighters

Supporting the families of children with cancer

Patron: Lady Ingilby

The Candlelighters Trust is a registered charity and supports the families of children affected by childhood cancer across Yorkshire. Registered Charity No: 1045077. The Candlelighters Trust is also a Limited Company, registered office: 8 Woodhouse Square, Leeds, LS3 1AD. Registered England No. 3020552



www.candlelighters.org.uk | careers@candlelighters.org.uk | 0113 887 8333

Appointment Brief

Job Title: Finance Officer

Role: See page 8.

Salary: £24,000 - £25,000 p/a dependent on experience

Hours: 35 hours p/w (27 days holiday per annum
+ bank holidays)

Contract: Permanent

Location: Office based with the possibility of hybrid
working as you develop in the role

Closing Date: 31st May 2024

**We may close this post earlier if we have a good
response to the advert.**



Candlelighters



About Candlelighters

Each year, over 150 children in Yorkshire are diagnosed with cancer. When a child is diagnosed, lives are turned upside down instantly: not just for the child but the entire family. Getting well again can be a long and challenging journey, emotionally, physically, and financially. Supporting children and families throughout that journey is why our charity, Candlelighters, was formed more than 40 years ago.

We understand the complexities and impacts of a childhood cancer diagnosis, and our mission is to bring light and hope to families facing childhood cancer in Yorkshire.

We aim to do this by:

- **Providing emotional, practical and financial support to families.** This includes expert support such as talking therapies, wellbeing services and support groups, holidays, day-to-day support on the wards and financial grants.
- Delivering our range of high-quality family support services for whenever and wherever we are needed, from the point of diagnosis, during and after treatment, and for those families who are sadly bereaved.
- Supporting and strengthening the NHS centre of excellence in Yorkshire by funding crucial, front-line hospital roles.
- Investing in vital research, education and training to improve the outcomes and lives of children and their families affected by childhood cancer both across Yorkshire and further afield.

Our Vision

*To bring **light** and **hope** to every family affected by childhood cancer across Yorkshire.*

Our Mission

*We bring **light** to families affected by childhood cancer by providing emotional, practical and financial support.*

*We bring **hope** by investing in vital research to improve the outcomes and lives of children with cancer.*

Candlelighters

Working at Candlelighters

Candlelighters is a big family.

Over the next few pages, we will give you a flavour of what it means to work for our special charity.

We live and breathe our values. It's what we believe in, what we stand for and what makes us who we are:



Rewards & Benefits

At Candlelighters we feel it's vital that our employees are well rewarded. We are constantly reviewing the details of our package, but the things you'll be able to enjoy currently include:

- Competitive salary
- 27 days holidays increasing to 29 after 2 years' service, 32 after 5 years service onwards and after 10 years service 1 weeks additional annual leave in the 10th year plus bank holidays (all pro-rata for part-time staff).
- An extra day off for your birthday
- Buy/Sell Holidays – Members of staff can buy/sell up to 5 days holiday per year.
- Group Personal Pension scheme – Candlelighters contribute 5% of salary for each employee that contributes 4%.
- Life Assurance
- Maternity leave - Statutory maternity leave. After 2 years service, first 12 weeks full pay, then 27 weeks statutory maternity leave.
- Paternity leave - Statutory paternity leave. After 2 years service, 2 weeks paid paternity leave, followed by standard paternity leave - Flexible when you want to take it.
- After two years service you have the option to enhance your benefits by choosing from the pick and mix options on the next page.

Pick & Mix Options

Option 1

Pension Increase*

Employer 7%, Employee 5%

Option 2

Private Medical Insurance†

Option 3

Free PureGym membership

*After five years of service you automatically qualify for the option to increase your pension contributions to the below choices:

1. Employer 7%, Employee 5%
2. Employer 9%, Employee 6%
3. Employer 11%, Employee 7%

† After five years of service you are also eligible to choose ONE additional benefit.

At Candlelighters, employee wellbeing is a big priority. That's why our health and wellbeing benefits include:

- **Access to wellbeing activities** – Including massages & treatments from our in-house therapists.
- **Go Vida Wellbeing App** - A wellbeing platform that rewards you for looking after your physical and mental wellbeing.
- **Smart Health App** - Unlimited access to a 24/7 GP as well as a range of other health & wellbeing experts.
- **Specsavers vouchers for eye tests**
- **Discount cards** – All our employees have access to The Company Shop card which gives discount on food shopping, and the Charity Worker Discounts card which gives discounts on a range of essentials, fashion, energy, insurance, days out, holidays, mobile phones and much more!
- **Mental Health First Aiders** – A trained point of contact for employees.
- **Confidential staff helpline** – Highly trained advisors offering 24/7 support on either workplace or personal difficulties.
- **Talking therapies** - We know there may be times when our staff would appreciate advice or support in dealing with a personal situation either at home or at work.
- **Refreshments** – Hot and cold drink-making facilities are funded by Candlelighters.
- **Flu jabs**
- **Thorough Induction Programme**
- **Team Away Days** – Team away days are provided to help teams plan for the future.
- **Training & development opportunities** – Internal and external training programmes.
- **Training Development Programme** – Leaders of the Future training available to members of staff looking to develop into Line Management.
- **Business Coaching** – Access to a Business Coach as part of the Leaders of the Future training.
- **Lifestyle Options** - We recognise that there is a need to strike a balance between work and home life.
- **35-hour week** – with flexible working hours. We offer a range of options for flexible working to support good work/life balance, be it condensed hours, part-time work or job sharing.
- **Supporting working parents** - Candlelighters recognises the importance of the family and the need to support working parents. We ensure that both current and new mums and dads get all the support they need.
- **We give time off for antenatal, midwife, health visitor and parent craft classes as well as maternity pay and leave.**
- **Social Committee** – To make sure we all have fun at Candlelighters, our Social Committee organises optional activities such as quizzes, a weekend away, a sleepover at a scout hut, staff competitions and much much more!

Candlelighters

Staff Testimonials

Don't just take our word for it, see what our staff have to say about working for Candlelighters!

"In my working life of 25 years, I have never worked somewhere that comes anywhere near as special as working with the team here at Candlelighters. If you want fun, a challenge within a supportive environment and to know that what you do makes a difference, this is the place for you. Join the Candlelighters family."

- Chris Salt, Philanthropy Manager



"Our values run through everything we do here at Candlelighters which creates an amazing culture to work in. We have so much fun as a team and the charity cares deeply about our wellbeing. Knowing the impact our work has on families going through such challenging times makes it an extremely rewarding environment. I feel privileged to work for Candlelighters."

- Tom Robertshaw, Head of Fundraising



"I feel I am so lucky to work for such an amazing organisation and have never worked somewhere as fun as Candlelighters! My days are so varied and filled with exciting challenges which keeps things fresh. Everyone here is so supportive and which helps me do the best job I can for those affected by childhood cancer. I feel so privileged to be able to support the families that we do, ensuring that we provide that extra care when they need it the most."

- Lucy Junni, Family Support Manager



"I can safely say that since joining Candlelighters in 2019 I have never looked back! Being part of Candlelighters has given me a new lease of life and fresh purpose. I thoroughly enjoy every single day working with such an incredibly supportive and fun team. Knowing I am part of a charity that makes such an important difference to families affected by childhood cancer, I feel genuinely honoured and privileged to be part of Candlelighters."

- Lawrence Pomeroy, Head of Finance and Operations

Candlelighters



Getting involved

Working for Candlelighters means you can get involved in as little or as much as you want to help support the charity and the amazing work that it does.

Getting involved varies from donning a silly hat for a photoshoot for a campaign, volunteering at one of our events, fundraising, or participating in an event yourself!

Meet some of the families we support



"The love and support you gave to us and Charlie during his treatment was above and beyond. He was never daunted by the hospital and that's down to Candlelighters. Charlie also enjoyed going to The Square after his treatment to annoy the staff there with chair races, Nerf guns and his stories. Not forgetting our amazing holiday to Centre Parcs of which the memories will last a lifetime. We are forever grateful."

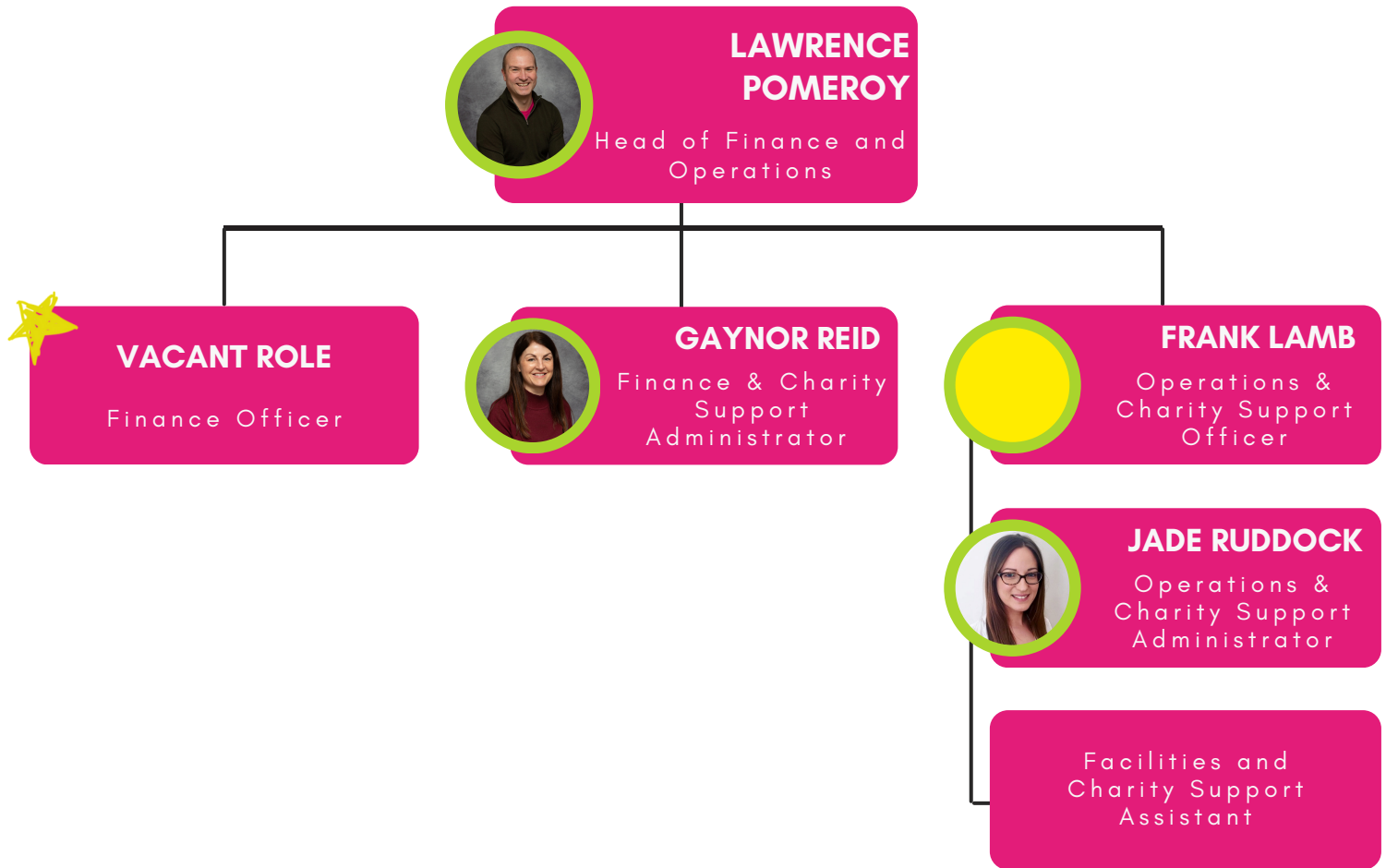
- Mum

"The support Candlelighters gives is second to none and is a fine example of what other charities should follow. What is great though, is you get to meet other parents and children who have gone through the same and fully understand your pain, something that other people just never get."

- Dad



Finance and Operations Structure Chart



The Role

Salary

£24,000 - 25,000 (depending on experience),
35 hours p/w

Job location

Office based in Leeds with the possibility of hybrid working as you develop in the role.

Job Summary

We are looking for a positive team player and experienced Finance professional to play a key role in supporting the charity. The role will sit in the Finance and Operations Team, with a primary focus on key finance activities, such as purchase ledger and income processing. The role is flexible as the Finance Team provide wider charity support so it is critical that the individual is flexible, organised and can think independently.

Line Manager

Head of Finance and Operations

Key relationships

Candlelighters staff and suppliers

Principal Responsibilities

You will support Candlelighters with the robust financial management of the charity by ensuring key information, income and expenditure is recorded and processed in a secure, accurate and timely manner. The role may involve wider administrative tasks such as thanking supporters for their donations and sending merchandise.

The specific tasks may include but are not limited to the following:

- Maintaining the purchase ledger, by inputting invoices into Sage 50 financial system and producing the weekly BACS payment run.
- Daily banking, to including handling, counting and balancing of cash and cheque donations and recording them onto our CRM system.
- Processing of donations and other income received into the bank and via various online platforms and recording these on our CRM system.
- Daily, weekly, monthly reconciliations of financial information including bank reconciliations.
- Monitoring central inboxes and answering the phone to deal with general queries direct or passing on to an appropriate member of staff.

- Supporting with the overall merchandise process including purchasing, recording sales, and sending out orders.
- Exporting data in excel format from CRM system into Sage 50.
- Producing monthly Gift Aid report schedule for uploading to HMRC.
- Supplier management including obtaining good financial value through effective management of suppliers.
- Working closely with other teams to ensure financial and other information is accurate and up to date.
- Maintaining an awareness of all charity activities and good working relationships with all staff, local and national organisations, volunteers, fundraisers, patients and their families.
- Any other duties as and when required to support the Finance and Operations department or wider charity.

There is the potential for this role to develop into having line management responsibilities over time.

This job description is not intended to be exhaustive, and it remains subject to change at any time to meet the changing needs of the charity.

Required skills

- Strong financial and analytical skills.
- Experience and confidence of working with financial systems such as Sage 50, CRM databases and Excel.
- Organised, reliable and an ability to take ownership and make decisions independently.
- Charity experience is desirable, but not essential.
- Flexible and willing to take on a range of tasks as required.
- Commitment to continuous professional development.
- Approachable and outgoing, and a natural ability to maintain excellent working relationships with all staff, local and national organisations, volunteers, fundraisers, patients and their families.

This role is subject to a criminal record check, which is processed through the Disclosure and Barring Service (DBS).

Previous applicants need not apply.

The closing date for the post is 31st May 2024.

We operate a 3-stage interview due to the sensitive nature of the environment incorporating an interview and a taster session as outlined below:

Stage 1 - Telephone Interview

Successful candidates from stage 1 will then be invited to:.

Stage 2 - Formal Interview W/C 3rd June

Successful candidates from stage 2 will then be invited to:

Stage 3 - Taster day and interview with a family member. Meeting staff and spending time in the family support centre. DATE: W/C 10th June

To apply, please complete our application form via the link:

<https://forms.office.com/e/3ek9YGiakk>

Application Feedback

Unfortunately, due to the large number of applications we receive, we are unable to provide feedback to those applicants who are unsuccessful prior to interview.