

Application Pack

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Candlelighters

Supporting the families of children with cancer

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 Manager

Role Description: See page 9

Salary: £35,000 to £37,000 full time equivalent per annum

This is the salary for a 35 hour working week so will be adjusted for the part-time working hours and shorter working week of the role as below.

Hours: 24 to 28 hours p/w

Holidays: 27 days holiday per annum plus bank holidays. Annual leave will be calculated on a pro rata basis for part time employees.

Contract: Permanent

Location: Hybrid - min 2 days office based (Leeds)

Address: 8 Woodhouse Square, Leeds, LS3 1AD

Closing Date: 1st November 2026



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 50 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. Candlelighters is one big family with 35-40 employees. We live and breathe our values. It's what we believe in, what we stand for and what makes us who we are:



Officially a Great Place to Work!

You don't just have to take our word for it, 97% of our employees officially voted us as a Great Place To Work, and we came 36th in the top 100 UK small business Great Place to Work awards 2024 (and were the highest ranking charity in the category!).



Employee Benefits

At Candlelighters, our people are at the heart of everything we do. We are committed to supporting employees both at work and in life through a competitive benefits package that promotes wellbeing, financial security and a positive, flexible working environment, with many of our benefits exceeding statutory requirements. Most benefits are available from day one, unless otherwise stated. See the next page for our full rewards and benefits.

Pay & Financial Benefits

We provide financial benefits to give you peace of mind now and in the future:

- Generous pension scheme after 3 months of employment (5% employer / 4% employee contribution) and flexibility to increase your employee contributions if you wish.
- Pension salary sacrifice scheme.
- Life assurance (3x annual salary).
- Statutory sick pay during probation, then full sick pay for a limited period after that.
- Refer a Friend scheme.

Learning & Development

We are committed to helping you grow and develop throughout your career:

- Thorough, structured induction programme.
- Ongoing training and development opportunities.
- Business coaching.

Time Off & Flexibility

We understand the importance of work/life balance and flexibility:

- 27 days annual leave, plus bank holidays.
- Birthday day off.
- Option to buy or sell annual leave.
- A range of options for flexible working.
- 35-hour full-time working week.

Health & Wellbeing

Your physical and mental wellbeing are a priority, and we offer a range of support to help you feel your best:

- Mental Health First Aiders.
- Unlimited access to a 24/7 GP (online/telephone).
- Employee Assistance Programme (24/7 confidential impartial telephone support and access to counselling for health, wellbeing and personal matters).
- Flu vaccinations.
- Eye tests.
- Proud to be a Mindful Employer.
- Dedicated Menopause Champion.
- Wellbeing app and resources.

Culture & Perks

Being part of Candlelighters means being part of a supportive, collaborative, and welcoming community:

- Social events, activities and team away days.
- Annual charity-wide celebration.
- Refreshments available at work.
- Charity discount card.
- Employee parking (rota system).
- Access to support services.

After 2 years service

- Annual leave increases to 29 days plus bank holidays
- Enhanced maternity leave (12 weeks full pay then 27 weeks statutory maternity pay).
- Enhanced paternity leave (2 weeks full pay + standard paternity leave with flexibility when you want to take it).
- Choose between enhanced pension contributions (with employer contributions up to 7%), or private medical insurance or gym membership.

After 5 years service

- Annual leave increases to 32 days plus bank holidays
- Option to combine enhanced pension contributions (with employer contributions up to 11%) with private medical insurance or a gym membership.



Candlelighters



Join our Award Winning Team!



At Candlelighters, we're proud to be recognised nationally and regionally for our people, leadership, workplace culture and impact. These achievements reflect the passion, expertise and dedication of our colleagues as we support children and families affected by childhood cancer across Yorkshire.

Recent Achievements

- Yorkshire Choice Awards – Charitable Excellence Award (Winner, 2025).
- Charity Governance Awards – Challenge to Change (Winner, 2025).
- Yorkshire Children of Courage Awards – Children's Charity of the Year (Winner, 2024).
- Yorkshire Fundraiser of the Year – Chris Salt (Winner, 2025).
- Sales Leader, Not for Profit – Tom Robertshaw (Winner, 2026).
- MBE awarded to Stephen Redman (2025) for services to the families of children with cancer.

Great Place to Work UK Top 100 Rankings (2024):

- Best Workplaces for Learning & Development.
- Best Workplaces for Wellbeing.
- Best Workplaces for Charity & Non-Profit.
- Best Workplaces for Small Business.

Multiple finalists and shortlisted recognitions across leadership, HR, governance, innovation and community impact awards, including awards celebrating the achievements across the wider Candlelighters team.

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 have worked at Candlelighters for over 5 years now, it's such an AMAZING place to work - One big family! From the first day you start at Candlelighters you feel the warmth and joy from the whole team, everyone is fabulous and so supportive! I feel very privileged to work for Candlelighters."

- Lauren Herbert, HR Coordinator



"I have never worked anywhere with such a focus on fun in the workplace as I have at Candlelighters. There is always the chance to get involved in events with our wonderful families, trips away, pie splats, Custard Baths – any excuse to get dressed in Pink and make a mess! The Team all support each other and staff wellbeing is high on the agenda. It's the people that make it such a great place to work and the passion everyone has to make a positive difference in the lives of our families."

- Sean Donnelly, Fundraising Assistant

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



The Role

Salary

£35,000 to £37,000 full time equivalent per annum

Hours

24 to 28 hours p/w

Holidays

27 days holiday per annum plus bank holidays. Annual leave will be calculated on a pro rata basis for part time employees.

Job Summary

To play a key role in supporting the Charity. The Finance Manager is responsible for the day-to-day management of the Charity's finance function, ensuring strong financial controls, accurate financial processing of income and expenditure, and effective support for the production of key financial reporting. The postholder will report to and work closely with the CFO to provide financial insight, maintain robust financial systems, and contribute to the delivery of the Charity's strategic objectives.

Line Manager

Chief Financial Officer

Key relationships

Candlelighters staff and suppliers

The Role ctd.

Principal Responsibilities

The Finance Manager will oversee Candlelighters' day-to-day financial operations and manage and develop the Finance Officers. The role is responsible for ensuring that income, expenditure and other financial information are recorded accurately, securely and promptly, and that robust financial controls and processes are maintained.

Key Duties Include

Financial Management

- Manage the charity's finance operations, including all donations and other income, accounts payable, cash management, and general ledger activities.
- Ensure accurate and timely processing of all financial transactions into core systems including the accounting system (currently Sage 50) and CRM system (currently Beacon).
- Oversee daily banking including the handling, counting and balancing of cash and cheque donations and other income sources, and recording them into our CRM system ensuring they are appropriately coded.
- Capture key donation information and supporter motivation as well as eligibility for gift aid.
- Reconcile the bank account, balance sheet accounts, and control accounts on a timely basis.

Management Reporting, budgeting and forecasting, and annual accounts

- Support with the month-end and year-end close processes including key month end journals and data imports.
- Support with the production of monthly management accounts and the year end accounts as well as the year end external audit.
- Support the annual budget process and preparation of reforecasts and long-term financial plans as well as ongoing monitoring and explaining of variances to budgets and forecasts.
- Monitor cash flow and prepare forecasts.

The Role ctd.

Key duties continued...

Financial Control and Compliance

- Ensure effective financial controls and procedures are maintained across the Charity.
- Support compliance with charity accounting regulations, SORP requirements, Companies House, HMRC requirements including the preparation and review of Gift Aid submissions, and other statutory obligations.

System and Process Improvement

- Identify opportunities to improve financial processes, systems, controls and reporting.
- Promote continuous improvement and efficiency within finance processes.

Team Management

- Support team members in achieving individual objectives that align with departmental goals and the charity's strategic priorities.
- Lead, motivate and develop the finance team, ensuring high standards of performance and service delivery.
- Provide coaching, training, and support to team members.

Wider responsibilities and Charity relationships

- Monitoring and responding to central inboxes and answering the phone to either deal with general queries directly or pass them on to the appropriate member of staff.
- Work closely with the Fundraising team and other teams where appropriate to ensure financial and other relevant information is accurate and up to date.
- Maintain an awareness of all Charity activities and excellent working relationships with all Candlelighters staff, local and national organisations, volunteers, supporters, suppliers, patients and their families.
- Act as a champion for equality, diversity, and inclusion, actively promoting and upholding these values, and challenge poor or inappropriate practices across all areas of Candlelighters.
- Any other duties as and when required to support the Finance department or any other department within the Charity.

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.

The Role - Person Specification

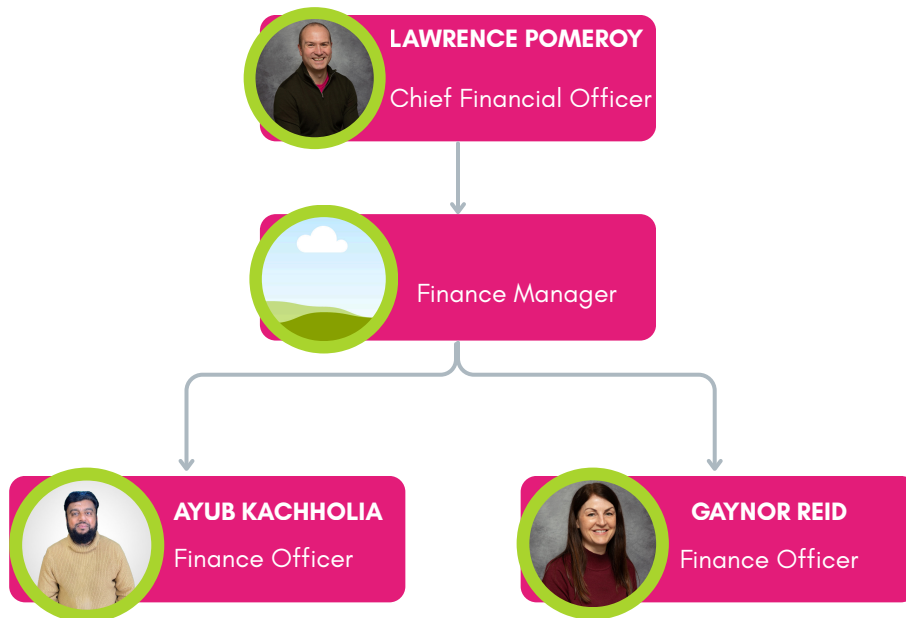
Essential Qualifications, skills and experience:

- AAT Level 4 Qualification or significant equivalent finance experience in a similar role, with responsibility for month end reporting, reconciliations and income and expenditure monitoring.
- Experience coordinating month-end processes and managing multiple income streams.
- At least one year's experience of line managing a team, with a collaborative leadership style and a commitment to continuous improvement.
- Confidence using financial systems, ideally including Sage 50, and Microsoft Excel at an intermediate to advanced level.

Preferred qualifications, skills and experience:

- Experience working in the voluntary or charitable sector, including knowledge of Gift Aid, SORP accounting, year-end accounts and liaison with auditors.

Finance



The Finance team is made up of four people and plays a vital role in supporting Candlelighters' work across Yorkshire. Working closely with colleagues across the Charity, the team ensures that donations and other income are processed accurately and efficiently, that strong financial controls are maintained, and that the Charity's resources are directed where they are needed most: supporting families affected by childhood cancer.

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

This particular role is not suitable for family members who have received support from Candlelighters within the past five years. This is to ensure they are given the best possible care and support without any potential conflict of interest.

Previous applicants need not apply.

The closing date for the post is: 1st November 2026

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 screening interview

Date - TBC

Stage 2 - Formal interview & competency task

Date - TBC

Stage 3 - Extended visit to Candlelighters, consisting of conversations with a beneficiary, meet and greet with the Finance team, conversations with Senior Management, and tours of the charity (approx. 3-4 hours)

To apply, please complete the application form on our website -

<https://www.candlelighters.org.uk/jobs/finance-manager/>

If you have any questions, please email careers@candlelighters.org.uk

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.

At Candlelighters, we are committed to fostering an inclusive and transparent recruitment process to ensure that candidates can make informed decisions before applying. With that in mind, it is important to acknowledge certain physical and logistical limitations within our office environment:

- Our building currently features steep stairs with no lift access, which might pose challenges for individuals with mobility impairments.
- Our parking facilities are limited. We do operate a rota system for parking places and employees use car parks in the area when they do not have a car parking place at work.

We encourage prospective applicants to carefully consider these factors to determine if our work environment aligns with their needs and preferences before applying.

We believe in creating a supportive environment for all candidates. If you have any special requirements, please let us know in advance of your interview so that we can explore how to best accommodate your needs.

If you have any questions, please contact us via email at Careers@candlelighters.org.uk