

Finance Assistant – Role Pack



About us



At Wessex Cancer Support we understand how important it is for people who are affected by cancer to have high quality emotional and wellbeing support. That's why we offer personalised support for people with cancer and their loved ones, that empowers them to live well with and beyond cancer.

Every year over 14,000 people are diagnosed with cancer within the Wessex region (Hampshire, Dorset and the Isle of Wight). A diagnosis can be a shock and have a huge impact on an entire family. We help and support people affected by cancer regardless of age, gender or type of cancer. Our dedicated team is committed to offering support for as long as people need it, away from a hospital environment.

All our services are provided free of charge; we have four drop-in cancer support centres, local outreach and an online service. Clients visiting any of our services are welcomed by volunteer befrienders who are trained to provide information, support and a listening ear. New clients will have an appointment with our Wellbeing Co-ordinator to agree a personal support plan which aims to help the individual deal with the emotional impact of cancer, improve well-being, help with pain management and increase self-confidence. The plan might include access to support groups or one-to-one sessions with one of our team of specialist counsellors and therapists. We also provide health and well-being information, exercise programmes, Sing for Life Choirs, and courses to help clients live well with and beyond cancer.

The charity relies on income from donations, legacies and our six charity shops to fund our work.

Our Vision and Mission

Our Vision

Everyone in Wessex affected by cancer will have access to personalised wellbeing support so that they can face whatever's ahead with more confidence.

Our Mission

To engage with local communities to help improve the emotional health and wellbeing of anyone affected by cancer.

Our Values and Behaviours



Our values drive everything we do – the services we provide, the decisions we make, the actions we take, the partners we choose, the way we treat each other. They are our statement about what matters to us, and how we hold ourselves accountable for our own behaviour.

We're **compassionate**

We do everything with kindness and care

- We take time to listen
- We strive to understand one another
- We are considerate when we respond to others
- We treat people as individuals and don't make assumptions

We're **purposeful**

We always aspire to go above and beyond, and we take responsibility for the decisions we make.

- We have a can-do attitude
- We are accountable and understand that our behaviour and approach reflects on the charity
- We use initiative and evidence to prioritise effectively and achieve the best outcomes
- We maximise time in the most effective way
- We take responsibility for our own personal professional development

We're **inclusive**

We offer a warm and friendly welcome to everyone. We celebrate and embrace the differences that shape who we are. Our door is open.

- We are friendly and approachable
- We are non-judgemental
- We challenge and root out prejudice
- We stay up to date with current terms and avoid using words and language that may offend

We're **collaborative**

We work with others so that we can always do our best for people with cancer and their loved ones.

- We respect other people's opinions
- We share knowledge and skills openly and try to help others whenever we can
- We participate in discussions, but do not dominate.
- We discuss matters objectively to find the best outcome.
- We proactively seek and accept feedback, using it to improve
- We give constructive, honest and open feedback
- We endeavour to be a great role model to others

A letter from our CEO

Dear Applicant

Thank you for your interest in this role with Wessex Cancer Support.

It's an important time for the work of the charity. We are one year into our new five-year strategy, which outlines how we will respond to an expected increase in demand for our services, as the number of people diagnosed with cancer continues to increase. We will continue to provide emotional and wellbeing support, and introduce a range of courses, workshops and talks that focus on empowering our clients to develop tools and skills to support them to live well with and beyond cancer.

We rely on voluntary income to fund our work, raising money through fundraising activities and via a trading subsidiary of charity shops. In 2024 we had a combined turnover of £1.3m.

We are now looking for an experienced Finance Assistant, to support the Director of Finance in the day to day running of Wessex Cancer Support finances, processing income and expenditure and reconciliations in a smooth, efficient and timely way. We're looking for someone with strong experience in a similar role, excellent attention to detail, and confidence using financial systems such as Xero, alongside solid IT skills. The ideal candidate will be customer-focused, able to work both independently and as part of a small team, and will share Wessex Cancer Support's values, showing strong interpersonal skills, initiative, and the ability to prioritise a varied workload.

We offer a supportive work environment, in addition to a range of benefits which include:

- A competitive salary and annual leave entitlement
- Contributory pension scheme
- Life assurance scheme
- Employee Assistance Programme, which offers GP appointments, counselling, and fitness and nutrition support
- Cycle to work scheme
- Mental health first aiders
- A personal development programme

We look forward to receiving your application.

Warm regards



Ian Creek
CEO



Role Description



Job Title:	Finance Assistant
Reporting to:	Director of Finance
Based at:	Wessex Cancer Support HQ, 91-95 Winchester Road, Chandler's Ford, SO52 2GG.
Job Purpose:	This part-time role is to support the Director of Finance in the day to day running of Wessex Cancer Support finances, processing income and expenditure and reconciliations in a smooth, efficient and timely way. We rely on voluntary income to fund its work, raising money through fundraising activities and via a trading subsidiary of charity shops. In 2024 it had a combined turnover of £1.3m.
Working Hours:	Part-time 0.6 FTE (22.5 hours per week, days to be agreed)
Salary Band:	£15,300-£16,200 for 22.5 hours, depending on experience (FTE £25.5k to £27k)

Principal Responsibilities

To record all financial transactions for the Charity and Limited company within Xero accounting software, including:

Purchase ledger:

- Ensure all purchase invoices are valid and authorised.
- Record all purchase invoices and bank payments promptly on Xero ensuring correct allocation to department and charitable fund and VAT (for retail).
- Pay purchase invoices within agreed time scales.
- Ensure receipts are received for all transactions paid via credit card and processed on Xero.

Sales ledger:

- Extract income data from Salesforce database into Xero.
- Amend data to allocate income to correct Charitable Fund.
- Raise annual sales invoices for charitable services and chase payments.
- Extract records for retail sales from Azurri till system and download to Xero ensuring correct allocation of departments.

Bank and petty cash:

- Reconcile all bank accounts weekly.
- Ensure all petty cash reports are received by first working day of month and processed on Xero. Process and reconcile reports with Xero. Liaise with sites if any discrepancies.

Month-End:

- Reconcile inter-company accounts.

Other:

- Prepare monthly lottery returns.
- Update cash flow spreadsheet
- Prepare Gift Aid ready for submission.

General Duties

- Be a respected ambassador of the Charities brand, values, mission and aims.
- Work as an effective member of the Finance team and support the goals of the team as a whole.
- Abide by all responsible requirements of the Charities Health and Safety policy.
- Undertake any other duties as required by the Head of Finance

Person Specification

- Strong demonstrable experience in a similar role
- Experience and good working knowledge of using financial systems, preferably Xero (or eagerness to learn and become expert).
- Meticulous attention to detail.
- Experience of working in a customer focused environment, with a focus on providing excellent customer service
- Strong interpersonal skills and ability to deal with people at all levels, in person, by phone and by letter / email.
- Demonstrable initiative and determination.
- Ability to work alone and as part of a small team.
- Excellent computer skills: confident using Microsoft, email, internet etc.
- Ability to prioritise and organise work.
- Empathy with Wessex Cancer Support's aims and values, including an understanding of and commitment to equality and diversity.

How to apply

If this role sounds like a good fit for you, we'd love to hear from you. To apply, please complete our [Online Application Form](#). We're only able to consider applications submitted via the application form, so please ensure it's completed in full.

Equality, Diversity and Inclusion

Wessex Cancer Support is committed to being inclusive and welcoming of diversity; please see our strategy and policy for further information. To measure our success in this area, we invite you to complete a very brief anonymous survey (link below). All information collected is confidential and anonymous; we appreciate that this information may be sensitive, and completion of the form is entirely voluntary.

<https://www.wessexcancer.org.uk/edi/>

If you have any questions at all regarding our EDI Strategy, the completion of this survey or would like the survey in an alternative format please contact jobs@wessexcancer.org.uk

