

DIABETES UK
KNOW DIABETES. FIGHT DIABETES.



FINANCE ASSISTANT

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Finance Assistant

Contract Type: Fixed Term (Maternity cover)

Hours: 35 hours per week

Band: 7

Key relationships (internal and external):

Internal - The Finance team and all colleagues who claim expenses or are responsible for departmental finances. **External** - Suppliers, donors, volunteers and banks

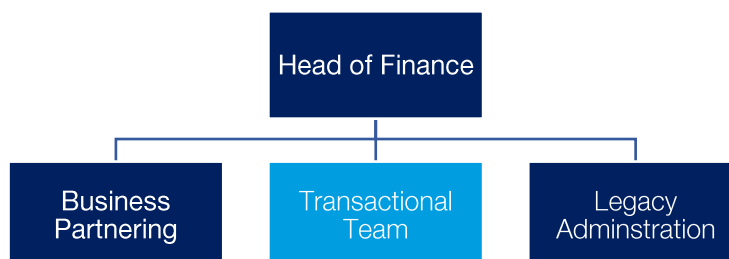
Key focus of the role:

This is a role within the processing team of the finance department. The focus will be on processing supplier invoices to ensure they are paid. The role will need to liaise with suppliers and colleagues to resolve queries, reconcile supplier statements and sometimes organise payments outside of the usual weekly schedule. The role will work flexibly with the other members of the processing team to ensure that all income and expenditure is recorded accurately and on time.

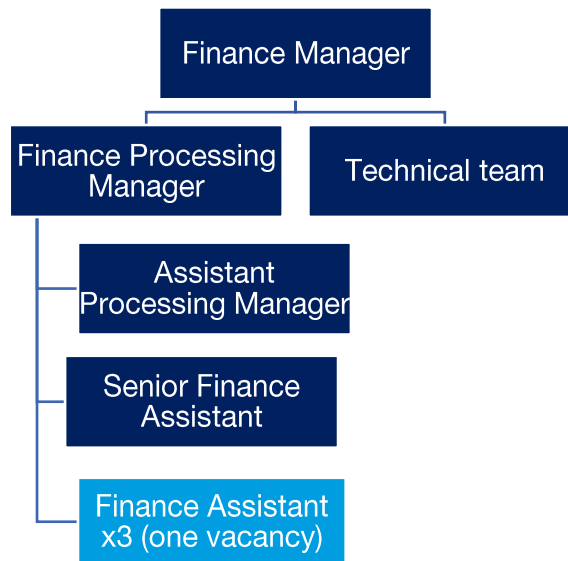
Directorate and team

This role sits in the [Finance team](#) in the [Corporate Services directorate](#)

Finance team



Transactional Team



Main responsibilities

- Process purchase invoices for budget holder approval in a timely and accurate manner.
- Generate the weekly supplier payment run.
- Ensure any foreign payments are made in a timely manner.
- Reconcile supplier statements.
- Liaise with colleagues in Diabetes UK to ensure purchase order and invoice approval processes are being followed.
- Resolve queries or answer questions from the business or suppliers.
- Open and distribute the post.
- Process cheque donations.

Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

You will be able to:

1. Organise your time and plan work so that you can meet deadlines in a calm manner.
2. Work swiftly and accurately when processing transactions or creating records.
3. Take care over your work and perform checks which avoid inaccurate or incomplete information being provided to colleagues or input to systems.
4. Communicate clearly, adapting the style and method to suit the recipient and situation – for example, calling colleagues to resolve issues rather than sending emails back and forth.
5. Demonstrate flexibility in what you are doing to support the wider needs of the team, especially in busy times.
6. Work with others in a way that demonstrates an appreciation of their workload and priorities.
7. Proactively identify when things could be done better and raise this in a constructive way with the most appropriate person.

You will have experience in:

Prior knowledge of a purchase ledger process would be beneficial but not essential. You must be organised, quick to learn and prepared to work alone as this is a split home/office role but also to be part of a team.

You will have skills in:

Ability to understand basic Excel and other Microsoft products including Word & Outlook. Be confident in communicating with others both within the team and with other Diabetes UK colleagues and external suppliers, both on the phone and by email.

You will have knowledge:

Purchase ledger processing would be beneficial, but not essential as training and support will be given.

The best person for this job will be (behaviours):

Organised, have excellent communication skills, and be prepared to take responsibility and escalate issues promptly.

Qualifications/professional membership (if applicable):

N/A

benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

