



YORKSHIRE
AIR AMBULANCE

Registered Charity No. 1084305



Job Information Pack



Finance Officer - Income

- 37.5 per week, Monday to Friday
- Hybrid – mixture of home and office working from Cayley House, Elland



Our Mission Statement:

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.

About the role:

Do you want to feel as though you are helping to save lives every day? When working for YAA as a Finance Officer that is exactly what you will be doing!

The Finance Officer – Income is a broad and varied role working across multiple systems, to manage income streams including donations, lottery and sponsorship. The role supports and assists the Finance Manager ensuring Charity income is received, recorded and reported accurately alongside other day to day finance duties and providing support, where appropriate, to the general running of the Charity office.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



Summary of the role:

JOB TITLE	Finance Officer - Income
LOCATION	Hybrid – mixture of home working and office working from Cayley House, Elland
REPORTING TO	Finance Manager
HOURS	37.5 per week, Monday to Friday
ADDITIONAL INFO	
JOB PURPOSE	The role supports and assists the Finance Manager ensuring charity income is received, recorded and reported accurately alongside other day to day finance duties and providing support, where appropriate, to the general running of the Charity office.

Key Responsibilities and Duties:

- ❖ To maintain records, reconcile and process donors' direct debit donations
- ❖ To maintain records, reconcile and process donors' regular donations
- ❖ To work with the Admin team to monitor the charity's bank accounts and allocation of income to donors ensuring data is accurately recorded
- ❖ To maintain records and reconcile other online income
- ❖ To ensure all income on the charity's bank accounts are accurately reflected in the Charity's General Ledger and Donor systems
- ❖ To raise sales invoices primarily for corporate sponsorship and to manage credit control for these invoices
- ❖ To provide regular and ad hoc income reports to Charity staff
- ❖ To maintain lottery income records including the collection of income, accurate reporting of income in the Trading subsidiary and in the Donor database
- ❖ To complete and submit the charity's annual and monthly Gambling Commission returns
- ❖ To allocate charity income to Fundraising departments
- ❖ To support the Finance Manager in preparation of the monthly management accounts
- ❖ To respond to accounts and financial queries from staff and volunteers
- ❖ To provide cover in the absence of other Finance staff
- ❖ To support the annual audit process
- ❖ Provide input into financial policies, procedures and finance handbook including process documentation
- ❖ To undertake any other duties given by the Finance Manager and the Director of Finance

Knowledge and Skills Required:

Essential:

- ❖ Experience of working within a Finance function and managing income
- ❖ Formal accounting training up to AAT (or equivalent)
- ❖ Can manage a number of tasks simultaneously and maintain excellent attention to detail whilst working to strict deadlines
- ❖ Methodical approach to work
- ❖ IT literate with strong Excel and Word skills
- ❖ An effective communicator with strong interpersonal skills
- ❖ Ability to effectively manage your time and to work as part of a team
- ❖ Takes a hands-on approach
- ❖ A proactive approach to change
- ❖ Ability to meet all reporting deadlines
- ❖ Possess good analytical skills
- ❖ GCSE (or equivalent) at Grade C or above in Maths and English
- ❖ Positive and determined

Desirable:

- ❖ Knowledge of Sage 200
- ❖ Experience of working on a Donor management system
- ❖ Previous finance experience in a Charity or not for profit organisation
- ❖ Sales Ledger experience

Skills and Abilities:

Planning for the Future - Plans to achieve their objectives within timescale, balancing short- and long-term requirements. Identifies opportunities and barriers and considers the implications of actions.

Communicating with Others - Pitches communication at the right level both verbally and in writing and checks for understanding. Good listening skills. Uses knowledge to help others.

Generating Ideas - Continually seeking to improve the service offered by the team by coming up with improved systems and processes and added value activities. Considers pros and cons and impact on team and resources.

Building Relationships - Works well with others. Co-operates willingly with others. Able to quickly build effective relationships with all levels both internally and externally and meet the needs of the individual. Treats others with dignity and respect and able to gain the trust of others. Builds strong relationships with others.

Flexibility and Adaptability - Adopts a flexible and adaptable approach. Recovers well from setbacks and resistance from others. Remains calm under pressure and focused on the task. Encourages others to do the same.

Making Decisions - Anticipates issues and takes action to address underlying cause. Reaches effective decisions by gathering and analysing relevant information to support the manager to make an informed decision.

Delivering Results - Accepts accountability and ownership. Ensures self and team delivers on time and to required standard. Has high standards and leads by examples. A good role model. Creates enthusiasm in others.

Self-Motivated - Works well on their own or as part of a team. Demonstrates a positive attitude. Energetic and enthusiastic.



Additional information:

- ❖ Starting salary £23,000 – £26,000 pa.
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance and personal KPIs.
- ❖ 22 days paid holiday per annum plus statutory Bank Holidays (pro-rata). Time off in Lieu for evening and weekend work.
- ❖ Work Life/Family Balance - a commitment to helping you achieve a work life balance including flexible working opportunities, enhanced family leave packages, including maternity, paternity, and adoption/surrogacy.
- ❖ Regular team building and away days with a calendar of events and social activities.
- ❖ Commitment to training and personal development for all staff, including access to short online training sessions.
- ❖ Eligible to apply for a Blue Light Card, gaining discount at 100's of businesses.
- ❖ Contributory pension scheme (contributions matched by the Charity up to 8% and annual pensions advice).
- ❖ Life Assurance plus access to an Employee Assistance Programme covering Financial, Mental and Physical Wellbeing.

Closing date for this role is: Tuesday 31st January 2023 at 12 noon



Application process:

To apply for this position:

- ✓ Provide a CV and covering letter stating how you match the knowledge, abilities and skills required and why you are applying.
- ✓ Complete the Equal Opportunities form (*optional*)

Please email your CV and covering letter to us by sending it to:

recruitment@yaa.org.uk.

First interviews will take place on 10th February 2023.

If you wish to discuss the job role in more detail, please contact Ruth Crossley on 07471 038523 or Heather Goodwill on 07971 092703.

Other things to note:

We reserve the right to close the vacancy early if required and would encourage applicants to send in their applications as soon as possible rather than waiting for the closing date.

We encourage applications from all backgrounds and groups – we value equality, diversity and inclusion in all our employment practices, including recruitment, selection and induction.

If you require any documents in another format or adjustments to any part of the recruitment & selection process, please do let us know.

GDPR & our Recruitment Privacy Statement:

The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement on our website before completing and submitting your application for employment.





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We look forward
to receiving your
application

