



**YORKSHIRE  
AIR AMBULANCE**

Registered Charity No. 1084305



# Job Information Pack



## Finance Assistant

- Full-time position, 37.5 hours per week, Monday to Friday.
- Office based from our HQ in 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 Assistant that is exactly what you will be doing!

The Finance Assistant is a broad and varied role working across multiple systems, to manage income streams, cash reconciliation, Gift Aid claims and other administration to support the wider team. The role supports and assists the Finance Team 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:

<b>JOB TITLE</b>	Finance Assistant
<b>LOCATION</b>	Our HQ Cayley House, Elland with opportunity for hybrid working may be considered once the probation period has been completed.
<b>REPORTING TO</b>	Finance Manager.
<b>HOURS</b>	Full Time 37.5 hours per week, worked Monday-Friday.
<b>JOB PURPOSE</b>	The Finance Assistant assists with day-to-day financial administration tasks, ensuring financial information is accurate, timely and compliant with internal policies and relevant regulations.
<b>SALARY</b>	Starting salary of £27,000 p.a.



## KEY RESPONSIBILITIES AND DUTIES:

- ❖ To prepare the day books to upload into the Finance system
- ❖ To reconcile cash counted by the volunteers and prepare cash for cash collection by the security company (this will involve manual handling)
- ❖ To count cash received in the office when no volunteer is available
- ❖ To manage controlled stationery e.g. receipt and paying in books
- ❖ Prepare cheques for banking and reconcile them to the day books – this may involve banking cheques
- ❖ To manage the day-to-day running of petty cash across the charity
- ❖ Provide input into the financial policies and procedures including maintaining up to date and accurate process notes for all tasks undertaken.
- ❖ To process and reconcile regular income including Direct Debits, Standing Orders, Regular card payments
- ❖ To produce daily banking reports
- ❖ To administer monthly Stock levels for Aviation fuel
- ❖ To accurately record merchandise allocated to the Fundraising teams
- ❖ To raise routine Sales Invoices
- ❖ To support the Gift Aid claim process
- ❖ To support the Expenses reimbursement process in the absence of the Finance Officers
- ❖ To support the Lottery and Raffle administration as required
- ❖ To undertake any other duties given by the Finance Officers, Finance Manager or Director of Finance.

# KNOWLEDGE & SKILLS REQUIRED:

## Essential:

### Strong numerical and analytical skills

- ❖ The ability to work confidently with financial data
- ❖ The ability to analyse figures identifying irregularities
- ❖ Maths GCSE grade C/5 or above

### Software and systems proficiency

- ❖ Good Microsoft Excel experience including use of formulas
- ❖ Experience with other Microsoft Office applications
- ❖ Experience with accounting software

### Administrative and organisational skills

- ❖ High attention to detail
- ❖ Organised with strong time management skills
- ❖ Ability to manage multiple financial tasks simultaneously
- ❖ Ability to focus and work independently to accurately complete tasks
- ❖ Good document control and financial record keeping

### Communication and team skills

- ❖ Clear written and verbal communication skills
- ❖ Ability to liaise with internal teams and external stakeholders
- ❖ Professional handling of confidential financial information
- ❖ Strong collaboration skills

### Personal attributes

- ❖ Reliable
- ❖ Trustworthy
- ❖ Proactive
- ❖ Positive can-do attitude
- ❖ Professional

## Desirable:

- ❖ Experience of working in a charity finance team
- ❖ Cash Handling experience
- ❖ Good understanding of basic accounting principles
- ❖ Full UK driving license with access to own vehicle

## SKILLS & 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 information to influence others. Able to give tough messages when required.

**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 balancing cost, benefit, and risk implications. Considers options, weighs up pros and cons before deciding on action.

**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 £27,000 p.a.
- ❖ 25 days paid holiday per annum plus statutory Bank Holidays (pro-rata).
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance.
- ❖ Work Life/Family Balance - a commitment to helping you achieve a work life balance including flexible working opportunities (role dependent), 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.
- ❖ 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.
- ❖ Eligible to apply for a Blue Light Card, gaining discount at 100's of businesses.
- ❖ The role is subject to a 6-month probationary period.

# Application process:

## **To apply for this position via our website:**

- ✓ Provide a CV and covering letter stating how your experience, knowledge, abilities and skills match the job requirements along with why you are applying.
- ✓ Complete the optional Equal Opportunities Monitoring Form.

For other recruitment queries, please contact [recruitment@yaa.org.uk](mailto:recruitment@yaa.org.uk).

The closing date for this vacancy is **5pm Monday 6<sup>th</sup> April 2026**.

**Interviews will take place on Tuesday 14<sup>th</sup> April 2026.**

If you wish to discuss the job role in more detail, please contact Ruth Crossley, Finance Manager on 07471 038253.

## **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.

The use of AI (Artificial Intelligence) is monitored.

## **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**