



Every smile
tells a story

Finance Officer (Maternity Cover)

Recruitment Pack



Equal Opportunities & Safeguarding

CLAPA is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. We monitor the demographics of applicants on the Application Form, but these questions are not mandatory and any answers will not be shared with the team shortlisting and interviewing candidates.

CLAPA is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment. **The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.**

About CLAPA

The Cleft Lip and Palate Association (CLAPA) works to improve the lives of people born with a cleft and their families in the United Kingdom.

We are a community of parents, patients, cleft healthcare professionals and more, all dedicated to raising awareness and working together to overcome any barriers caused by cleft lip and palate.

Our vision is of a society where everyone affected by cleft feels supported, connected and empowered to take control wherever they are on their cleft journey.

What is Cleft Lip and Palate?

Early on in pregnancy, different parts of the face form and come together just above the top lip. If this doesn't happen quite as it should, the result is a gap or 'cleft' in the upper lip, the palate (roof of the mouth), or both. It's usually caused by a mix of genetic and environmental factors interacting in a way which can't be predicted or prevented. **Around one in 700 people are born with a cleft – that's 1,200 each year in the UK alone.**

Cleft lip and palate has a wide range of causes, effects and outcomes, with a treatment pathway lasting twenty years or more. No two families will be affected in the same way. The journey through treatment and beyond isn't easy, but CLAPA believes that with the right help and support, everyone affected by cleft can face the world with a smile.

What does CLAPA do?

CLAPA works to improve the lives of everyone born with a cleft and their families in the UK by providing knowledge, practical support, a community and a voice for people affected by cleft.

Our services include:

- Online and local **support groups** help people affected by cleft to feel positive, connected, and in control.
- **Local and national events** – from family days to confidence-building weekends – which bring people together so no one has to go through their journey alone.
- **Specialist feeding equipment** for babies born with a cleft in the UK, including the supply of 600 new families with free 'Welcome Packs' each year.

- Trained **parent and patient volunteers** providing **one-on-one support** at all points of the cleft journey.
- A comprehensive, accessible **information service** led by the needs of our community.
- Trained volunteers **educate schools, local communities and even healthcare professionals** about cleft lip and palate.
- Collaboration with researchers to make their work accessible to our whole community.



CLAPA's Strategy

In recent years, CLAPA has worked to build a solid foundation for the future by employing home-based Regional Coordinators throughout the UK to kick-start new activities, train volunteers, develop strong links with the NHS Cleft Teams, and act as CLAPA's link to the local community.

This independently-evaluated project has seen fantastic success so far in setting up locally-led services and support networks, and in giving different areas of the UK a local advocate. In the lead-up to 2020, our priority is to consolidate these projects to ensure a sustainable service to support families for many years to come.

We are also currently undertaking a project to evaluate the needs of the 70,000 adults born with a cleft in the UK with a view to creating targeted support services.



This Post

With CLAPA's current Finance Officer going on maternity leave in June, we are seeking a confident, qualified candidate to cover this position. This role will be a key part of our busy office-based team in London, and will handle the charity's day-to-day financial needs.

Working for CLAPA

This national charity is run from a small, friendly office in Cambridge Heath, London. Most of its 19 staff are part-time and/or home-based, and flexible working hours are encouraged so everyone can find a timetable that suits them.

CLAPA is structured around a small Senior Management Team and CEO who report to the Board of Trustees (the majority of whom have a personal or professional connection to cleft lip and palate), but with a constructive, collaborative culture where all voices and contributions are valued. CLAPA encourages cross-team working to give staff a chance to test their skills and learn about every area of how a modern charity operates.

Finance Officer (Part Time, Maternity Cover)

Job Description

Salary: £23-25,500 pro rata (depending on experience)

Hours: Part-time (21 hours per week), Fixed term Maternity Cover until February 2020

Reporting to: Finance Manager

Based at: CLAPA Office in Cambridge Heath, London E2 9DA

Benefits:

- 25 days paid annual leave (pro rata), plus bank holidays and closure over Christmas from 24th December to 2nd January inclusive
- Flexible working hours as agreed by manager, access to unpaid leave and 'Time off in Lieu' policy
- 5% non-contributory pension

Job Description

We are seeking a Finance Officer to manage the organisation's day-to-day finances. This will include keeping accurate and up to date records of all financial activities (income, expenditure, salaries and pension contributions), supporting the preparation of management accounts, and assisting with audit preparations.

The ideal candidate will be qualified, competent, flexible, and able to work to deadlines whilst juggling multiple priorities. They will report to the Finance Manager, but will also be a key part of the wider CLAPA staff team and will work with other departments as required within the role.

Key Tasks

- Assist in day to day financial administration (payment of invoices, payment of expenses, analysis of credit card expenditure, accounting for resources, etc.)
- **BOOK KEEPING:**
 - Maintaining all financial records, including processing income from donations, recording expenditure, and bank reconciliations
 - Responsibility for accounts payable and receivable, and related book keeping, including preparation of invoices and expenses for payment
 - Monitor debtors and pursue prompt payment of outstanding invoices, liaising with staff in regard to funding grants, donations, and all other income received as required.
- **FINANCIAL REPORTING:**
 - Responsible for the maintenance of the accounting system (SAGE), including the production of project expenditure reports on a regular and ad hoc basis
 - Producing other financial reports for service delivery staff to support their work
 - Working with the with Finance Manager to monitor the financial health of the charity
- Filing and other administrative duties in accordance with the above duties
- Liaising with our payroll provider regarding any changes in the organisation
- Submitting monthly pension payroll to the pension provider
- Supporting the charity's Gift Aid claims
- Acting as the first point of contact for external enquiries for finance-related issues
- Other ad hoc tasks shared with others in the CLAPA Office, including answering the phone, processing incoming post, etc.

Person Specification

Essential

- At least AAT qualified
- Demonstrable experience of financial transaction processing and record keeping
- Skilled in using accounting software, preferably SAGE
- Excellent administrative and organisational skills
- Competent in Microsoft Office; skilled in Excel, particularly in the use of pivot tables
- Experience of working under own initiative, under pressure and to deadlines
- Excellent attention to detail
- Excellent communication and interpersonal skills with a willingness to get involved with all aspects of the charity

Desirable

- Personal experience of cleft lip and/or palate
- Experience in the charity sector and project level reporting
- Knowledge of Salesforce database
- Experience of HR and administrative procedures

How to Apply

Please complete the Application Form included in the Recruitment Pack and send to info@clapa.com with 'Finance Officer Application' in the subject. You may also return your form by post to 'Esther Jaiyesimi, CLAPA, 332B Goswell Road, LONDON EC1V 7LQ'.

You may request an application form in another format by emailing info@clapa.com with 'Finance Officer Recruitment Pack Request' in the subject. Please save your completed application form with your name in the filename.

All applications are subject to our shortlisting process; so if you're shortlisted we will contact you and invite you to attend an interview. We'll also tell you if there will be any skills tasks to complete as part of the recruitment process.

If you have not heard from us by 5pm on Monday 15th April, please assume your application has been unsuccessful.

Applications close: 5pm, Thursday 11th April 2019

Interviews: April 29th – 2nd May, depending on availability

Start date: Mid-May to mid-June, depending on availability

Contact

Contact Finance Manager, Esther Jaiyesimi, at esther.jaiyesimi@clapa.com or call the CLAPA office on 020 7833 4883 if you have any questions about the role or the application process.