



Friends of Moorfields

E Y E H O S P I T A L

JOB DESCRIPTION

- Title:** Finance and Administration Officer
- Terms:** £28,700pa (pro-rata) £12,300 actual.
- Hours:** 15 hours per week
- Reports to:** Chief Executive
- Based at:** Moorfields Eye Hospital, 162 City Road, London EC1V 2PU

Friends of Moorfields

The Friends of Moorfields is a registered charity supporting the patients and staff at Moorfields Eye Hospital, a world centre of excellence for the specialist treatment of eye diseases.

The Friends provide a range of services to support the work of the hospital – including the purchase of clinical equipment – and manage a team of volunteers.

The Position

The Finance and Administration Officer is an essential role, responsible for partnering the Chief Executive in the development, administration and financial management of this c. £350,000 a year hospital based charity.

The successful candidate will be an all-rounder; someone who is comfortable working on their own initiative, is well organised, numerate, and who enjoys the challenges of supporting a small and friendly team. The successful candidate will be supported to grow and develop in this role, through an active approach to training and development, and through a positive and empowering working environment.

Key Accountabilities

1. **To maintain good financial management systems in partnership with The Friends Chief Executive, Treasurer and Finance Sub-Committee (40%).**
 2. **Database Management and Member Support (incl. Peacock Lottery). (25%)**
 3. **Provide Administration support for The Friends Trustee Meetings, AGM and Other Events. (5%)**
 4. **Provide Support for the Friends Shop (10%)**
 5. **Other General Administration Duties (20%)**
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1. **To maintain good financial management systems in partnership with The Friends Executive Manager, Treasurer and Finance Sub-Committee (Approx. 40% of role).**

- 1.1 Record, code and process all invoices, bills, direct debits and expenses claims.
- 1.2 Record, code and process all donations and subscriptions.
- 1.3 Check and record daily cash from shop takings and any other cash received.
- 1.4 Take day-to-day responsibility for banking.
- 1.5 Carry out weekly cash reconciliations and monthly bank reconciliation.
- 1.6 Work with the hospital's payroll team to produce monthly salaries, pension and HMRC payments.
- 1.7 Support the Chief Executive in the development of the annual budget.

2. **Database Management and Member Support (incl Peacock Lottery). (Approx.25% of role)**

- 2.1 Ensure The Friends Database is accurate and updated with all members, volunteers and donor activity.
- 2.2 Send annual reminders for membership fees and lottery renewals
- 2.3 Manage the administration of the Peacock Lottery (draws 4 times per year).
- 2.4 Send 'Thank You' Letters to donors.
- 2.5 Answer enquiries about membership.
- 2.6 Work with the Chief Executive to actively promote membership and develop a strategy to recruit new members and supporters.

3. **Provide Administration support for The Friends Trustee Meetings, AGM and Other Events (Approx. 5% of role)**

- 3.1 Collate and circulate papers for Trustee and Finance Committee meetings
- 3.2 Take minutes at Trustee and Finance Committee meetings.
- 3.3 Support the Chief Executive to organise the Annual General Meeting and assist in the running of other Friends events as needed.

4. **Provide Support for Friends Shop (Approx 15% of role)**

- 4.1 Provide cover in The Friends Shop when the Shop Manager is absent and no volunteers are available.
- 4.2 Support the Shop Manager with ordering and stock control.

5. **Other General Administration duties. (Approx. 20% of role).**

- 5.1 Lead on the procurement of office supplies.

5.2 Ensure upkeep of décor, soft furnishings, and upkeep of hardware including: desks, computers, telephone system.

5.3 Process ingoing and outgoing post.

5.4 Monitor and record collection boxes throughout the hospital and with volunteers.

5.5 Answer general enquiries from patients, volunteers and staff at Moorfields.

5.6 Any other duties as required.

Person Specification – Finance and Administration Officer

Education

Essential	Desirable
<ul style="list-style-type: none"> • Good general level education. (Minimum of 5 GCSE Grades A-C Including Maths and English or Equivalent) 	<ul style="list-style-type: none"> • AAT or equivalent finance qualification

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Minimum of 2 years' experience of managing a broad range of administrative duties within a small but busy office environment. • Minimum of 2 years' experience of managing the day-to-day finances of a small organisation (bookkeeping, cash flow, invoicing). • Experience of using contact databases. • Experience of note taking 	<ul style="list-style-type: none"> • Voluntary sector experience. • Experience of membership organisations. • Experience of Financial Reporting

Knowledge & Skills

Essential	Desirable
<ul style="list-style-type: none"> • Computer literate and knowledge of MS Office the Internet and email packages. • Ability to use CRM Databases such as Salesforce, CapsuleCRM or GoldVision. • Highly numerate, with fluent written and verbal English. • Ability to work accurately under pressure and to manage time effectively 	<ul style="list-style-type: none"> • Knowledge of current regulations connected to operating a safe working environment. • Experience of using book-keeping software such as Sage, QuickBooks or Xero.

Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> • In sympathy with the ethos of The Friends of Moorfields and capable of communicating in line with vision, mission, core values and principles. • Ability to use diplomacy and tact. • Ability to work flexibly and effectively as part of a team. • Outgoing with excellent interpersonal skills, with track record of building excellent relationships. • Commitment to and understanding of Equal Opportunities. 	<ul style="list-style-type: none"> • Interest in the work of Moorfields Eye Hospital. • Interest in eye care and issues that affect Visually Impaired People.