



## **CoppaFeel!**

### **Finance Executive (Full or part time)**

<b>Job Title:</b>	Finance Executive
<b>Salary:</b>	£28k per annum
<b>Hours of work:</b>	37.5 hours per week
<b>Term:</b>	Permanent, full time (part time will also be considered, salary pro-rated accordingly)
<b>Location:</b>	Based at Boob HQ, London Bridge, London – hybrid with a minimum of 2 days per week in the office
<b>Start date:</b>	ASAP

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#### **About CoppaFeel!**

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new healthy habit that could one day save their life.

We are a small team which, collectively, has one almighty big voice. We were founded out of a need to right wrongs, and when we hear of more people diagnosed late, or young people dying from this disease, we know there isn't a more powerful reminder to get up out of bed every morning.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here, we will do all we can to make sure this doesn't continue to happen.

#### **THE ROLE**

We are seeking an enthusiastic Finance Executive to join our team at CoppaFeel!. Contributing to the running of our financial systems and processes, with a focus on income, the successful applicant will also be providing financial information to support the fundraising team.

We are looking for an enthusiastic person who wants to develop their career in charity finance, who will support our Head of Finance and Director of Business Support looking after CoppaFeel!'s finances. You will be happy with data entry and working across our fundraising and finance systems to ensure donations are coded correctly. This role requires reconciling income from many different fundraising platforms and working with our external financial provider ExcluServ.

## **KEY RESPONSIBILITIES**

- Accurately coding income from reports downloaded from a variety of fundraising platforms onto Xero and reconciling donations to ensure income is attributed to the appropriate areas
- Notifying the fundraising team when donations arrive and invoices are paid
- Assisting with Bank reconciliation alongside our external accounting consultants
- Managing and administering fundraising platforms to ensure smooth running of donations arriving and working with the Fundraising Executive to keep a record of income due in
- Contributing to accurate financial ledger codes to allow the accurate generation of regular management accounts and finance reporting
- Entering financial and fundraising information into spreadsheets and databases manually and through mass uploads from fundraising platforms (e.g. JustGiving)
- Work with colleagues in Fundraising to ensure timely collection of outstanding balances from customers
- Processing cash/cheques received and doing regular bank runs
- Financial transaction processing including downloading accounts payable invoices from website account
- Managing monthly staff debit card reconciliations and ensure that these are returned on time with all receipts and invoices, with follow up as required
- Manage monthly staff Wellbeing Fund reconciliation ensuring report provided to Head of Finance timely for payroll production
- Support the Director of Business Support with the annual audit and annual report
- Support the Partnerships team with reports and fundraiser information
- Support the Head of Finance with Gift Aid claims and accurate record keeping of donors Gift Aid declarations
- Providing support and advice to staff, including training/induction and Finance policy review and updates
- Other ad-hoc duties such as organisation of in-office Finance post, fundraising comms, physical gift aid/sponsorship

## **POSITION IN ORGANISATION**

This role sits within the Operations team and reports to the Head of Finance.

## **SKILLS, EXPERIENCE AND QUALIFICATIONS**

### **Essential**

Experience working within a Finance team, or in a similar role

Excellent organisational skills & self-motivated

Ability to work autonomously

Ability to work collaboratively with colleagues

Good communication skills both written and verbal

Computer literacy, with strong Excel skills

Bookkeeping experience and/or qualification

### **Desirable**

Experience working with Finance platforms (ideally Xero)

Charity or third sector experience

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## **HOW TO APPLY**

Please complete the application form on our [website](#) , submitting your CV with a covering letter explaining why you'd make a great candidate for this role.

Applications will close on the 4th January. Please let us know if you have any accessibility requirements or need any adjustments for interview.

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## **MAIN BENEFITS, TERMS AND CONDITIONS**

Annual Leave entitlement 22 days (pro-rated for part time) plus public holidays

Benefits:

- Monthly fitness fund (up to £40)
- Employee Assistance Scheme,
- Access to our mental health support programme
- Hybrid and flexible working with a minimum 2 days per week based at our offices in London Bridge

*We work on a flexible basis, offering a non-contractual 9 day fortnight allowing our team members to take a Friday off every other week. We call this our 'flex Friday' and although there may be a rare occasion where our work schedule requires us to work on this day, we do our best to allow everyone this additional time off*

## **EQUALITY, DIVERSITY & INCLUSION**

At CoppaFeel! we support a diverse range of communities and we understand that diversity within our team is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognize the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.