



MOONDANCE
CANCER INITIATIVE

Job description: Office & Finance Administrator

Date: 12 March 2024

Introduction

Moondance Cancer Initiative find, fund and fuel brilliant people and brave ideas to make Wales a world leader in cancer survival. Established in 2019, we are a philanthropically funded, not-for-profit company. We are Wales-focused, with a global outlook. Our aim is to accelerate significant and sustained improvement in cancer survival outcomes over the next 10 – 15 years.

Moondance Cancer Initiative funds demonstration projects in the Welsh NHS and with NHS partners, supporting the people delivering those projects. We undertake research and insight work to ensure all our work is evidenced-informed. Deliberately small and light on our feet, we're a dynamic and ambitious team – combining optimism, experience and talent from multiple professions and sectors.

Job outline

The Office & Finance Administrator is a valued integral role at Moondance Cancer Initiative. You will be a key member of a small, highly productive team of 5, with a shared motivation to improve cancer outcomes across Wales.

Working to the Operations Director, you will ensure the smooth and efficient running of the office, taking responsibility for day-to-day financial tasks, and providing administrative support across a range of activities. You'll often be the first point of contact for the office, responding to our stakeholders and ensuring information reaches the right person.

You will play a central role in supporting key functions of the organisation, such as preparation of monthly and annual accounts and budget setting.



Person specification

We're looking for someone with up-to-date finance and administration skills and a can-do attitude. You're at home in an agile environment and up to date with new, virtual ways of working. You're comfortable managing your own time and being part of a small but dynamic team. You pride yourself on your organisation skills and building productive relationships with team members. Everyone in Moondance Cancer is willing to roll their sleeves up, and you'll be no different.

This role could be for you if you:

- Are quick to learn and able to multi-task.
- Enjoy being in the detail of things, ensuring key tasks are never missed.
- Often find better and more efficient ways of doing things.
- Enjoy a varied workload and playing a supportive role for the team.
- Are comfortable working remotely the majority of the time, with frequent engagement with team members via digital platforms.

To do this role, you will need:

- At least 2-3 years' relevant experience in a finance and administration role, ideally in a small to medium size organisation.
- Strong, up to date IT skills (Microsoft 365), particularly Excel, including use of databases and digital communications & meeting platforms.
- Demonstrable experience of processing payments and monitoring spend.
- Experience of reconciling financial information and resolving queries.
- Well-developed interpersonal skills, with the ability to work well independently as part of a small team and collaborate productively with colleagues.
- High levels of accuracy and an eye for detail.
- Excellent verbal and written communication skills.
- Highly effective organisational skills and the ability to prioritise your own workload.
- The ability to work flexibly and manage competing demands.

You may also have:

- Experience of working in a grant making or funding organisation
- An understanding of the charity or not for profit sector

Key responsibilities

Finance

- Monitor, log and process invoices received ensuring amounts are correct against the internal database.
- Run monthly bank reports and prepare monthly accounting reconciliations to support the company accountant.
- Assist the company accountant and Operations Director to produce the management accounts, budget, and annual accounts.
- Help to prepare and audit the annual accounts.
- Co-ordinate payroll, ensuring all team members receive their salaries, pension contributions and other payments correctly and on time.
- Process staff and stakeholder expenses in line with MCI's policies.
- Manage insurance policy renewals.
- Maintain and update the fixed asset register.

Administration

- Act as the first point of contact for the team. Monitor generic email inboxes & triage incoming telephone calls, responding to stakeholder queries and submissions or prioritise & distribute communications to the appropriate team members.
- Support the Funding & Delivery Manager with tasks related to funded activity, e.g. initial eligibility checks, updating key databases linked to our funding applications and projects, issuing documents to funding recipients
- Provide diary management support to the CEO, Operations & Clinical Director.
- Provide logistic and administrative support for meetings and events, e.g. sourcing, booking, and liaising with venues, arranging equipment, refreshments, and preparation of materials.
- Attend meetings with team members, taking notes or minutes as required
- Manage the relationship with our outsourced IT provider ensuring requirements are met and that IT hardware and systems are maintained and up to date.
- Manage the organisations subscriptions e.g Xero, Hubspot, Ionos.
- Work with the Operations Director and external HR provider to ensure all documentation relating to the organisation's policies and procedures is up to date and reviewed when appropriate.



- Ensure team compliance with information governance policies and procedures.
- Assist the Operations Director with the recruitment and onboarding of any new staff.
- Book and arrange accommodation and travel requirements as needed for team members and stakeholders.

Office Administration

- Oversee the running of the office – maintaining supplies, services.
- Manage the relationship with our landlord ensuring the efficient operation of our premises and keeping up to date with health and safety

Key contract information

This is a permanent contract (with a six-month probationary period.)

Reports to: Operations Director

Hours of work: The role could be done by somebody seeking more flexible hours. We are happy to discuss 0.8 as well as full-time applications.

Salary: £29,645 FTE. (Pro-rata for reduced hours) plus a pension contribution of 5% with the NEST pension scheme.

Annual holiday entitlement: 25 working days together with the usual Bank and Public holidays. The days between Christmas and New Year are also awarded as additional paid leave.

Location: We're committed to working collaboratively and with purpose. We offer a hybrid working model, where team members can work flexibly from home and our office in central Cardiff. We have regular anchor days, usually once a week, where all team members come together at our office. You will therefore need to live within commuting distance of Cardiff.

Right to work: All applicants must have the right to work in the UK.