



Finance Apprentice – Financial Planning / Operations & Control Candidate Information

April 2005

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework. We have charitable status and rely on support from partner organisations, charities, donors and the public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Financial Planning & Strategy / Operations & Control

The Financial Planning Team provides a business partnering service to all Research and Corporate teams at the ICR to help them plan and utilise their ICR funded budget. The Operations & Control Team ensures that the ICR's staff and suppliers are paid on time, that our funds are banked and accounted for and that we meet our obligations to HMRC

You will not only gain exposure to the skills and systems that make up the finance function but will see how financial information is communicated to teams to help them make the best decisions about their use of resources.

A level 7 Finance Apprenticeship is expected to last 3 years, and result in a professional finance qualification. It will suit someone with strong numerical skills but a desire to actively contribute to not-for-profit organisation which delivers improvements to cancer patients and those around them.

Finance Apprentice – Financial Planning / Operations & Control

Candidate Information

Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.

Professor Kristian Helin
Chief Executive

Finance Apprentice – Financial Planning / Operations & Control

Candidate Information

Job description

Department / division: Financial Planning & Strategy / Operations & Control

Pay grade / staff group: Professional Services Grade 08

Hours / duration: Full time (28 hours per week with 7 hours dedicated to learning/studying time), Monday to Friday. Fixed term contract for 3 years

Reports to: Paul Jobber

Accountable to: Paul Jobber

Main purpose of the job: To assist and support the Financial Planning & Analysis team in the provision of financial and performance information for internal and external reporting, in maintaining the integrity and accuracy of financial information held on the finance system (Agresso) and in the preparation of annual budgets

Duties and responsibilities:

Management Information and Analysis

To assist in the production and distribution of the budget holder financial and KPI performance reporting in line with the month end timetable

To assist in the preparation of financial information for the monthly management accounts

Support the preparation of statutory reports including annual accounts, HESA returns and Transparent Approach to Costing

Produce reports to support the preparation of management accounts.

Prepare data for projects and other ad-hoc requirements, as required by Finance Business Partners or the Head of Financial Planning and Analysis

Business Planning

Prepare and post budget and forecast adjustments throughout the year on a timely basis.

Assist in the preparation of budget and forecast templates

Finance Apprentice – Financial Planning / Operations & Control

Candidate Information

Financial Processes and Controls

Ensure funding authorisation forms for new staff and contract changes are processed and update the Human Resources/Payroll system with funding details

Help maintain an up-to-date, complete and accurate budget approval and reporting access rights record on Agresso

Assist in the financial management of non-research related grants that are managed by ICR corporate teams

Prepare and post adjustments to the General Ledger, under the guidance of the Finance Business Partners

Maintenance of standing data in Agresso, including project codes and grant codes

Aid with the monthly review and processing of expenditure accruals and prepayments

Ensure that monthly interdepartmental recharges are received and are posted in line with the month end timetable.

Monitor adherence to the journal approval process by the finance team through reconciliation and sample testing.

Grant Tracking & Planning

Prepare and post budget adjustments throughout the year on a timely basis

Prepare and post journals and adjustments.

Assist in the preparation of grant budget templates for new awards.

Financial Operations and Control

As advised by Head of Financial Operations and Control

Business Relationships and Decision Support

Assist in resolving budget holder queries.

Other

Undertake other activities as required by the Head of Financial Planning & Strategy and Financial Operations & Control.

Finance Apprentice – Financial Planning / Operations & Control

Candidate Information

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

Workforce Agreement

The ICR has a workforce agreement stating that Postdoctoral Training Fellows can only be employed for up to 7 years as PDTF at the ICR, providing total postdoctoral experience (including previous employment at this level elsewhere).

Finance Apprentice – Financial Planning / Operations & Control

Candidate Information

Person specification

Education and Knowledge

Good general level of education, including a high level of numeracy	Essential
Educated to A-Level standard (or equivalent) & Degree	Desirable
CIMA Level 7 (standard)	Desirable

Skills

High degree of computer literacy and able to learn new IT skills quickly	Essential
Strong excel skills	Essential
Good attention to detail	Essential
Good interpersonal skills	Essential
Organised - able to manage multiple tasks to meet deadlines	Essential
General understanding of finance functions and management accounts	Desirable
Previous exposure to Agresso or a similar ERP finance system	Desirable
General understanding of and/ or interest in project accounting	Desirable

Finance Apprentice – Financial Planning / Operations & Control

Candidate Information

Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Paul Jobber for further information by emailing paul.jobber@icr.ac.uk. This job description reflects the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.