

# Breast Cancer UK



## Recruitment Pack

**FINANCE MANAGER (MATERNITY LEAVE)  
MARCH 2026**



# About Us

We exist to create a world where everyone feels empowered to reduce their risk of breast cancer. Our mission is to lead a movement that inspires individuals, advances scientific research, and shapes policy so that prevention becomes a core part of tackling the disease.

Breast cancer affects one in seven women in the UK, with over 56,000 people hearing the words “you have breast cancer” every year. While not all cases can be prevented, research shows that at least 30 per cent are avoidable. We are changing the way people think about breast cancer by focusing on prevention, addressing both lifestyle and environmental risk factors, and ensuring that prevention is accessible to everyone.

Over the next three years, we will build a nationwide prevention movement that:

- Empowers people with trusted, science-based health information and practical advice.
- Expands research into environmental and lifestyle risk factors, funding world-class projects and encouraging collaboration.
- Drives change by campaigning for prevention to be central in national health strategies and for stronger protections against harmful chemicals such as Endocrine Disrupting Chemicals (EDCs).

By 2028, we want hundreds of thousands of people to be taking active steps to reduce their risk, for prevention to have a stronger place in public policy, and for research into environmental causes of breast cancer to be significantly advanced.

# Benefits Guide



29.5 days paid annual leave including:

- 25 days annual leave
- 3.5 additional days of Christmas closure
- 1 day birthday leave
- plus paid bank holidays

+5

Option for colleagues to buy up to 5 additional days of annual leave



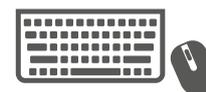
Option for Full Time colleagues to compress hours into 9-day fortnight



Enhanced 4% employer pension contribution rising to 5% after 3 years of service and to 6% after 5 years of service



Personal pension advice



Office equipment allowance (up to £100) + stand-up desk allowance (up to £170)



Subsidised membership of Health care plan (after completion of probation period)



Remote working tax-free allowance of £25/month.



Flexible working hours



Enhanced Occupational Sick Pay & Enhanced Occupational Maternity Pay



Compassionate leave



Family friendly, supportive, positive and inclusive culture



Generous professional training and development programme

# What our staff say....

Breast Cancer UK is good at making sure employees are involved and able to provide feedback on projects

Team spirit and collaboration. I know that I have a full team behind me if I need help. We're also very open to adapting and changing if needs be, we don't hold ourselves back.

I really enjoy working at Breast Cancer UK and appreciate all the opportunities I have been given to grow within my role

Everyone is fighting for one goal - to prevent breast cancer and its reflected in the people who work hard to do that.

Induction you feel welcome, prepared to start and part of the team already

I really like the people I work with and we have a great team spirit organisational wide

Breast Cancer UK is a great place to work, we have the ability to have meaningful impact and we are small enough to be adaptable and engaging, there are not many places of work that can truly say that.

It is a lovely place to work where most of the time people are all encouraged to contribute and share ideas etc. I think we go above and beyond for our supporters. I think we look out for each other well and ensure we are still doing social things as a team.

# FINANCE MANAGER (MAT COVER)

## Key Facts

**Hours:** 30 hours per week (excluding lunch breaks)

**Working pattern:** 7.5 hours per day, worked over 4 days preferably Monday - Thursday

**Location:** Home based, with some travel required, including to London for team meetings

**Responsible to:** Chief Operating Officer

**Pay band:** Band D (Salary band £37,663 - £45,118 Pro Rata) pay award pending April 2026

**Employment contract:** Temporary 12 month Maternity cover contract.

## Purpose of the Role

The Finance Manager plays a pivotal role in leading the finance function of the charity, including managing the Finance Officer and overseeing all the day-to-day accounting activities of the charity and ensuring that the charity meets its legal obligations. They are responsible for preparing financial reports, management accounts and quarterly forecasts for key stakeholders including the Board of Trustees, Senior Executive Team, budget holders and auditors.

The Finance Manager works with managers across the charity to prepare and produce an annual budget and works closely with key stakeholders to analyse income and expenditure to support informed decision-making. They are also responsible for the preparation of the end of month and year accounts and to co-ordinate the annual audit.

# Job Description

## Scope of role

a. Day to day accounting function – overseeing the day-to-day finance functions of the charity, managing and supporting the Finance Officer	40%
b. Budget management- working with the SET regularly monitoring of income and expenditure against agreed budgets.	20%
c. Internal Reporting – preparing month-end and year-end reports, and quarterly reports, including cash flow, balance sheet and identifying any risks or concerns relating to the financial health of the charity	25%
d. Statutory Reporting – Coordinating the annual audit process and acting the key contact for auditors	15%

## Breakdown of responsibilities

This is not necessarily a comprehensive list of tasks; it is intended to give a good feel for the content of the role.

1. Oversee the work of the Finance Officer, setting tasks, quality checking their work and ensuring accuracy and efficiency
2. Lead the annual budget review process, liaising with the CEO and Senior Executive Team to produce income and expenditure budgets to be presented to the Board of Trustees for approval.
3. Track the financial performance of the charity, providing monthly financial reports, forecasts and commentary to managers and Trustees in a timely manner.
4. Plan and prepare routine financial reports, input into Board reports and papers, and raise issues and concerns in a timely and professional manner
5. Oversee the annual audit and management accounts and be the auditor's main point of contact
6. In conjunction with the COO, and Finance Trustee, ensure the Board meets its fiscal and legal requirements
7. Management of bank accounts and cashflow/working capital and investments, ensuring best return on reserves.

# Person Specification

## Knowledge and Qualifications

- Professionally qualified accountant with a recognised accountancy body or working towards the final stages (Desirable ACA, ACCA or CIMA Qualified)
- In depth knowledge of day-to-day accounting processes and procedures, ideally in a not-for-profit
- Knowledge of Charities Statement of Recommended Practice (SORP)
- Knowledge of financial regulations

## Experience

- Extensive experience as a Finance Officer or Manager in a small charity (Desirable)
- Proven experience of producing financial reports, for internal and external stakeholders
- Extensive experience of using accountancy software (Xero would be preferable)

## Attributes

- Empathy and commitment to our aims, values and objectives.
- Honesty and integrity, and consistent attention to detail
- Ability to speak confidently with colleagues and raise issues and concerns if necessary
- Strong team and collaborative worker.
- Hard-working, reliable and well-organised, able to manage a workload to specific timescales and prioritise different demands.
- Content to work from home with limited physical contact with team members.
- Commitment to equity, diversity and inclusion – dealing with people and issues fairly and with respect.
- Willingness to travel to central London periodically for meetings.

# Key relationships

The post holder will have contact with a wide range of people, including outside the organisation and will be required to be friendly, professional, helpful, and sensitive. Relationships include:

- Breast Cancer UK Staff
- CEO, COO, Directors and Managers
- Auditors
- Board of Trustees

## Our values

### Evidence-based

We follow the science rigorously and ensure that everything we do is credible and informed and shaped by research.

### Collaborative

We work together with our people, partners, supporters and funders who share our vision to eliminate preventable breast cancer.

### Honest

We're open, ethical and transparent about how we work and make decisions.

### Innovative

We grow and learn, testing new ways of doing things and always striving to improve and develop.

### Inclusivity

We're inclusive of all voices, bringing diverse experiences and insights into our work.

# Application Process

The closing date for applications is **23<sup>rd</sup> March 2026 at 5pm.**

Please apply using this [LINK](#) and fill in an [equal opportunities form](#).

First interviews will be held virtually on **1st and 2nd April 2026**. Second interviews will be held in the Kings Cross area of London on **Tuesday 14th April 2026**.

For further information on the charity, see our [WEBSITE](#).

If you would like any further details on the role or the process, drop us an email at [recruitment@breastcanceruk.org.uk](mailto:recruitment@breastcanceruk.org.uk).

## Other information

- The appointment is subject to the satisfactory completion of a six-month probationary period.
- Breast Cancer UK are an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants. We believe that the more inclusive our environments are, the better our work will be.
- Breast Cancer UK has no head office, and all staff are expected to be able to work from home with the necessary equipment provided.
- The post holder will be required to travel within the UK, for example to attend meetings or conferences in other parts of the country. This may occasionally require overnight stays.
- The post holder may also be required to undertake occasional evening and weekend work where, for example, we hold events or conferences.

# Equal Opportunities Form

Please take 5 minutes to complete our equal opportunities monitoring form, which you can find on [here](#).

Equality and diversity monitoring is where anonymous data is collected about candidates and is analysed to look for differences between groupings.

Where gaps are identified, this can help us explore the issue further and develop strategies and target resources to close the gaps and reduce inequalities within our recruitment process. Breast Cancer UK is an equal opportunities employer.

We value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Please let me assure you that this does not form part of your application, the short-listing panel will not have access to your data it will remain confidential and separate from the shortlisting process. Your data will be securely held and destroyed within one month of the closing date.

Do not hesitate to contact us if you require any further information on how your data is used or stored. I look forward to receiving your completed form.

Breast Cancer UK is committed to being a caring and welcoming place, where all employees feel they belong.

Our vision is to create a supportive and inclusive culture where our employees can reach their full potential, without prejudice and discrimination.

We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances are positively valued.