

BTF Finance Officer recruitment pack

Thank you for your interest in a position with the British Thyroid Foundation (BTF)

Who are BTF?

BTF is a Charitable Trust established in 1991, in the process of converting to a Charitable Incorporated Organisation. We are a national charity with a small dedicated team of 7 staff members.

BTF are dedicated to providing people with the highest standard of support and information about thyroid disorders based on the best current medical evidence and individual experiences.

Vision, Mission and Beliefs statement: A world where the best possible treatment and care is accessible to all people with thyroid disorders.

What do we do?

The Charity is established:

- a) to promote the relief and treatment of persons suffering from thyroid disorders and related conditions or diseases and to provide advice, information and support both for such persons, their families and the public generally, and*
- b) to promote and support research, and to disseminate for the public benefit the results of any such research into the causes and possible cures (whether partial or complete) and the possible prevention of the said disorders and diseases.*

Extract from the BTF Charitable Trust Deed, Oct 1991

These are a few examples of what we do:

- Help patients to understand their conditions
- Provide a trusted information website
- Create and share resources, such as our patient leaflets which are translated into several languages
- Hold 'Meet the Expert webinars' and other patient events
- Provide a thyroid query service
- Provide member bulletins and the BTF News magazine
- Run a volunteer telephone contact service
- Fund research into thyroid disease
- Combat online misinformation

Further information can be found at btf-thyroid.org.

British Thyroid Foundation (BTF) Finance Officer

Job Title:	Finance Officer
Reports to :	Chief Executive Officer
Hours:	Part time 16 hours per week, permanent (days negotiable, the BTF office is open Mon – Thurs)
Location:	Office based at Hornbeam Park, Harrogate (2 nd floor)
Salary:	approx. £35,000 - £37,000 per annum (pro-rata), NJC Pay scale 23-25 (dependent on experience)

Job purpose and role:

To lead the day-to-day management of the BTF's charity's finances, including budgeting, accounts, reporting and financial controls; to ensure compliance with relevant financial and regulatory requirements; and to support the responsible, effective use of the charity's funds.

Key tasks and responsibilities:

- To work alongside the CEO to ensure the smooth day-to-day running of the charity's finances.
- To liaise regularly with the BTF Treasurer/Trustee, keeping them updated on all financial matters.
- To manage the charity's accounts, including processing, reporting and recording financial transactions accurately in QuickBooks.
- To prepare the charity's accounts for independent examination and statutory reporting requirements, e.g. the Charity Commission, OSCR and HMRC.
- To manage the charity's relationships with banking providers, including opening new accounts and overseeing BTF's investment and savings accounts.
- To manage and administer the staff pension arrangements.
- To oversee payroll administration undertaken by the charity's external provider.
- To claim Gift Aid where appropriate and comply with all relevant regulations.
- To ensure compliance with financial policies and relevant laws, including but not limited to salaries, pensions and HMRC, and to coordinate with external auditors.
- To manage the Accounts Assistant.
- To lead the planning and review of financial matters, including budgeting, forecasting and expenditure.
- To manage project finances, including tracking restricted funds and any financial reporting of grants.

- To assess the charity's principal financial risks and ensure that appropriate controls are in place to monitor and manage them.
- To maintain complete, accurate and well organised financial records, ensuring data integrity within the financial system.
- To provide financial guidance to colleagues and support informed strategic decision-making.
- To occasionally attend and present at Trustee meetings.
- To share knowledge of BTF's finance systems with other BTF staff in order to help protect against risks associated with staff absence and to support continuity.
- To attend staff meetings as appropriate.
- To represent the BTF and reflect the views of the organisation at all levels.
- To attend relevant training courses.

Right to work:

Appointment is subject to the successful candidate demonstrating that they have the right to work in the UK.

Diversity:

BTF is committed to equality, diversity and inclusion. We welcome applications from all sections of the community and will assess candidates fairly against the requirements of the role.

Benefits of working for BTF:

- 5% pension contribution
- good holiday entitlement
- flexible working - core hours 10am – 4pm
- spacious office with onsite parking
- sick pay

Other information:

Please note our office is based on the second floor and our building does not have a lift.

Applications:

To apply please complete the application form and send to j.ploix@btf-thyroid.org. If you would like any further information about the role, telephone 01423 810093 and speak to Julia or Joanne.

Closing Date for applications: Monday 18/11/26

Online interviews: Expected to be w/c 30/11/2026

In person interview at the Harrogate office: Expected to be w/c 7/12/26

Person Specification

Area	Essential	Desirable
Experience	A Finance role. Managing budgets, accounts and cash flow with a high level of accuracy. Forecasting and financial reporting. Working with staff at all management levels. Organising and undertaking administration and record keeping within a regulatory framework.	Preparing charity accounts and supporting an external audit or independent examination. Working to Charity Commission regulations. Working in a small charity or values-led organisation.
Qualifications	GCSE English and Maths Grade 5 or equivalent. QuickBooks certification, qualification or equivalent experience	AAT book keeping qualification.
Charity and regulatory knowledge	Sound understanding of financial controls, risk management, data integrity and relevant legal and regulatory requirements. An interest in healthcare and the charitable sector.	Knowledge of charity finance including, the Charity SORP, Gift Aid, pensions and HMRC requirements.
Skills	Clear written and verbal communication skills to explain financial information to non-finance staff and trustees. Ability to work independently, manage competing deadlines and work under pressure. Skilled at maintaining complete, accurate and well-organised records.	Experience of presenting financial reports at trustee, board or committee meetings. Skilled at writing or collaborating on financial policies and procedures.
Systems and digital skills	Strong IT skills including confident and experienced use of: QuickBooks Excel spreadsheets Online banking Investment platforms	Experience of: Go Cardless, PayPal, Banking systems, Online HMRC systems
Payroll and pensions	Ability to oversee payroll and pension administration and work effectively with external providers.	Previous responsibility for payroll, workplace pensions or related reconciliations.
Planning and analysis	Strong analytical, organisational and problem-solving skills, with the ability to prioritise competing demands and meet deadlines.	Experience of project accounting, scenario planning or supporting strategic decision-making.
Working relationships and leadership	Ability to take ownership of a role with significant responsibility, work confidently and independently, and use sound judgement, while also collaborating closely with the CEO, Treasurer, trustees, colleagues and external advisers as an essential member of the small BTF team.	Experience of supervising or managing a member of staff and sharing systems knowledge to support business continuity.
Personal attributes	Integrity, honest and trustworthy Self-motivation Attention to detail Accountability Reliability Commitment to the aims and values of BTF	