

Dear Candidate

Thank you for your interest in the position of Finance Administrator.

Enclosed in this pack is a job description and a person specification. The closing date for applications is 5pm on Friday 13th November 2026.

Please email your CV, with a covering letter, which includes your current salary and benefits, a summary of your experience and outlines how you meet the essential criteria, to Andrea Croud, Head of Finance - andrea.croud@nhs.net

If you are shortlisted, you will be invited to an in-person interview, which will include a test, on Thursday 26 November 2026.

Derby & Burton Hospitals Charity
Charity Number 1218561



Derby & Burton Hospitals Charity is looking for a Charity Finance & Grants Administrator to help us manage charitable funds that make a real difference to patients, families and staff across our hospitals.

In this varied and rewarding role, you'll support the day-to-day administration of the Charity's finances and grants programme. You'll process income and expenditure transactions, support grant applications, reconcile bank accounts, process payments and invoices, and provide high-quality administrative support to colleagues, fundholders, donors, beneficiaries and suppliers.

No two days are the same. One day you might be helping a ward access funding for a patient wellbeing project, and the next you'll be processing donations, raising purchase requisitions or responding to enquiries from supporters.

At Derby & Burton Hospitals Charity, every pound raised helps us do more for our hospitals than NHS funding alone can provide. By joining our team, you'll play an important role behind the scenes, ensuring charitable funds are managed effectively and reach the patients, staff and services that need them most.
If you're looking for a role where your organisational skills can make a genuine difference, we'd love to hear from you.



Job Description and Person Specification

Job Title: Finance Administrator

Full time 37.5 hours per week

Includes comprehensive benefits package including, competitive pension, flexible working options and generous leave entitlements.

About Us

Derby and Burton Hospitals Charity is a registered Charity **(registration number 1218561)** and partners with The University Hospitals of Derby and Burton NHS Foundation Trust to provide exceptional care together.

Our charity, which includes the Air Arts team, aims to achieve this through supporting staff to care for patients in safe, high-quality environments, using the latest equipment, technology and learning and contributing to the future of health through a commitment to research and development. The charity provides a public benefit to the patients it serves and the staff who support and treat our patients. The charity is aware that its role is not to replace or subsidise NHS healthcare, but to complement and enhance it.

In November 2026, the charity became a Charitable Incorporated Organisation (CIO).

Job Title	Finance Administrator
Department	Finance - Base: Charity HQ, Florence Nightingale Community Hospital
Salary	£25,000 to £28,000
Reports to	Financial Services Manager
Accountable to	Head of Finance
Date	Nov 2026

Job Purpose

The postholder is required to work as part of the Charity Finance Team reporting to the Financial Services Manager.

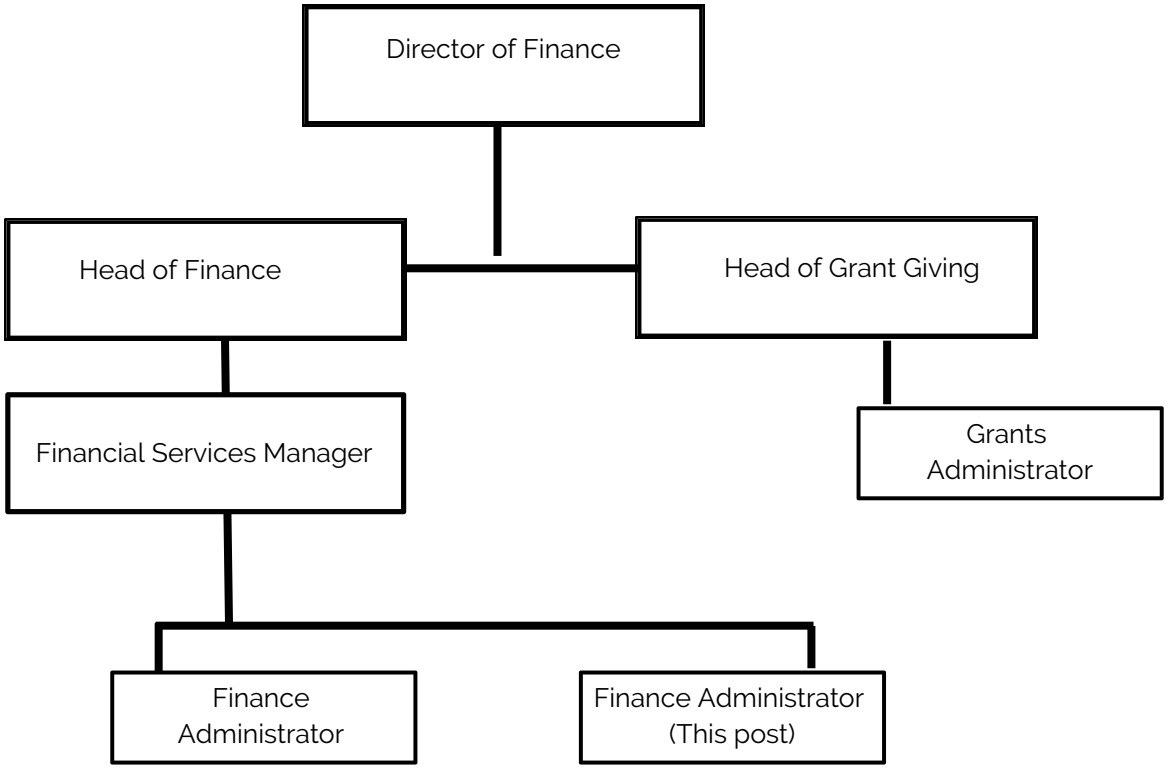
Support the effective administration of charitable funds by processing grant applications, income and expenditure transactions, bank reconciliations and Faster Payments. The role is also responsible for processing invoices, raising purchase requisitions and providing a high standard of administrative support across the Charity.

The post holder will work primarily with two core systems: Unit 4, the Charity's financial ledger system, and Beacon GMS, the Grant Management System, ensuring accurate and timely financial and grant management processes. The post holder will also use standard MS Office packages.

The role requires a strong customer service focus, building positive relationships with fundholders, donors, beneficiaries, suppliers and colleagues, and delivering a professional, responsive and solutions-focused service that ensures enquiries are handled efficiently and resolved promptly.

The post holder, will, promote best practice, and help ensure consistency, accuracy and compliance across all areas of work.

Organisational Chart



Key Relationships

- All members of the Charity Senior Leadership Team and wider Charity Team.
- Clinical and non-clinical colleagues throughout our NHS beneficiary who act as Fund Partners and applicants for use of charitable funds.
- Supporters of the Charity, donors and beneficiaries
- Solicitors / Funeral Directors
- Internal and External Audit Staff
- UHDB finance and procurement colleagues

Key Result Areas

This role is required to monitor the processing of finance applications from Fund Partners and staff across the Trust for the use of Charitable Funds.

- Liaise with Fund Partners and applicants' staff across the Trust; both clinical and non- clinical, regarding queries on applications for the use of Charitable Funds.
- Ensure that the purchase orders are generated in the general ledger system and where relevant, ensure that all charitable fund orders via Procurement are correctly coded.
- Process payments through the Charity bank accounts and undertake reconciliations of the cash books and cash flow.
- Process income and expenditure transactions. Upload journals and budgets when required, as directed by the Financial Services Manager.
- Support the assessment, processing and administration of charitable fund applications, liaising with applicants and Fund Partners as required to ensure timely decisions, accurate record-keeping and compliance with Charity governance and financial procedures.

- Carry out general clerical duties, including filing and scanning, to support the day-to-day administration of the department.
- Review charitable fund system processes and procedures, making changes where appropriate to meet users' needs efficiently. Incorporate best practice and regulatory changes.
- The post holder must demonstrate strong communication and interpersonal skills and be able to respond effectively to enquiries by telephone, email and face to face.
- They will deliver a professional, responsive and customer-focused service, building positive relationships with internal and external stakeholders and ensuring a high standard of support at all times.
- The post holder must demonstrate strong communication and interpersonal skills and be able to respond effectively to enquiries by telephone, email and face to face.
- They will deliver a professional, responsive and customer-focused service, building positive relationships with internal and external stakeholders and ensuring a high standard of support at all times.
- Support the Charity by gathering data for internal and external auditors at the financial year end.

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements. Evidence for suitability in the role will be measured via a mixture of application form, testing and interview

Education, Training and Qualifications	Essential	Desirable	Assessment Method
Demonstrate general relevant financial experience. Holds or studying for a finance qualification.	**E**	**D**	**A** **A**
Knowledge and Experience			
Experience of maintaining cash books and undertaking bank reconciliation. Experience of reconciling and using financial general ledger systems. Experience of uploading and monitoring budgets. Must be able to work independently or as part of a team. Demonstrable high-quality customer service skills. Previous charitable funds experience.	**E** **E** **E** **E**	**D** **D**	**A** **A** **A** **A** **A** **A**
Skills and Ability			
Advanced IT literacy and experience using a range of IT applications, including a working knowledge of Excel and Word. Experience of using a financial ledger system.	**E** **E**		**A/T** **A**

Criteria Key: Essential: E Desirable: D - Review Method: Application form: A Interview: I Test: T

Communications and interpersonal skills	Essential	Desirable	Assessment Method
Excellent written and verbal communication skills, with a good telephone manner. Ability to remain calm under pressure.	**E**		**A/I**
Ability to work with people at all levels and members of the wider Trust and the public.	**E**		**A/I**
Ability to work as part of the charity team.	**E**		**A/I**
Ability to prioritise own workload.	**E**		**A/I**
Values and Behaviours			
Follow Charity policies and procedures.	**E**		**A/I**
Maintain relationships with Charity fundraisers and external contacts, and protect patient and staff confidentiality at all times.	**E**		**A/I**
Other Requirements			
Based within the Charity Finance Team at Florence Nightingale Community Hospital.	**E**		**A/I**
Flexible to support at charity events held on evenings and at weekends.		**D**	**A/I**
Ability to work flexibly to meet service needs.	**E**		**A/I**

Criteria Key: Essential: E Desirable: D - Review Method: Application form: A Interview: I Test: T