

Recruitment pack



**Target
Ovarian
Cancer**

**Finance & Executive
Support Officer**

Closing date: 10 May 2026

What you need to know about the role

Job title:	Finance & Executive Support Officer
Reports to:	Finance Manager
Location:	Office-based at 10-18 Union Street, London, SE1 1SZ. This role is required to attend the office at least 2 days each week on non-consecutive days (eg Tuesday & Thursday), and can work flexibly the rest of the time.
Hours:	Full time, 35 hours per week 9am – 5pm Monday to Friday. The charity has a core hours policy with core hours of 10am – 4pm and flexibility around remaining hours.
Salary:	£31,000 – £34,000
Role purpose:	<p>The Finance & Executive Support Officer is a varied and crucial role which supports the organisation to work as effectively as possible. Working closely with the Finance Manager, SLT, Board and across the organisation at all levels, it provides a fantastic opportunity for the postholder to develop a broad range of skills and gain a deep understanding of how the organisation works. The postholder will spend about 3 days/week focussed on financial tasks including payment processing, month end, income processing and supporting the setup and rollout of new features in our finance system, and most the rest of their time will be spent on governance, executive support & administration tasks to support the charity to operate effectively. We are looking for someone who enjoys a varied role, who can balance a range of priorities, who enjoys collaborating with colleagues and who is motivated by seeing their work drive improvements. We know that the role is broad and we don't expect candidates to have direct experience in every aspect of the role, so we welcome applications from those who meet some requirements and feel that they have the skills and approach to meet others.</p>



About Target Ovarian Cancer

At Target Ovarian Cancer our mission is to identify and target the biggest challenges in ovarian cancer so that it doesn't limit life.

We are currently shaping our next exciting and ambitious organisational strategy, which will focus on accelerating progress in areas where women with ovarian cancer face the greatest barriers.

This is an exciting moment for the charity as we build the evidence, partnerships and influence needed to drive meaningful change.

Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



Supportive

Working together to be there for women with ovarian cancer and their families.



Expert

Bringing together the knowledge, skills and experience to succeed.



Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



Empowering

Helping people to achieve their goals.



Passionate

Women with ovarian cancer are at the heart of everything we do.



Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



Specific responsibilities

Governance & general support

- Own and manage Board meeting calendar, invites and administration. This will involve liaising with trustees to agree meeting dates each year, scheduling meetings, supporting the compilation of papers, booking rooms and taking minutes.
- Own and manage the schedule of policy updates, ensuring that colleagues are aware of upcoming reviews and providing administrative support to this process.
- Own and manage the contract register, ensuring that the charity has a complete view of its contractual commitments
- Provide executive support to members of the SLT as required.
- Provide support to corporate services or wider organisational projects or activities as required – in particular working closely with the Corporate Services Manager and Head of Data & Technology.
- Maintain the desk booking system.

Finance administration

- Monitor the finance mailbox and work independently and proactively to respond to queries and issues raised.
- Manage credit card returns, ensuring that cardholders receive their monthly statements and return them promptly.
- Reconcile finance records to other systems including our fundraising database.
- Carry out all day to day banking.
- Complete bank and purchase ledger reconciliations.
- Monitor and proactively manage aged debtors and creditors.
- Manage the expense and invoice approval processes, setting up payment runs for approval.
- Prepare the fixed asset schedule on a monthly basis and maintain the asset register.
- To support the year end audit process.

Other

- Attend the office at least twice each week to open and scan post, ensure that key supplies are available and operational (milk, stationary, franking machine etc) and ensure that the office is a suitable, safe environment for colleagues.
- Occasionally undertake tasks outside of this job description which align to the role, as requested by an SLT or Corporate Services colleague.
- Income processing in the charity's fundraising database as required.

Contributing to our culture

In addition, all colleagues are expected to:

- Contribute positively to the charity's culture by creating a welcoming and inclusive environment for all colleagues, working collaboratively and taking accountability.
- Proactively raising misalignment to the strategy or inefficiency.
- Support the capture of high quality data for insight.
- Apply the charity's approach to open, regular, well delivered feedback.
- Flag risks and follow processes to manage risk.



Person specification

The best person for this role will have experience of:	Essential	Desirable
Working with senior professional stakeholders such as trustees	X	
Maintaining confidentiality	X	
Working with finance systems and maintaining financial control	X	
Financial duties including working with finance systems	X	
The best person for this role will have the skills to:	Essential	Desirable
Engage with senior professionals external to the organisation (trustees, donors etc)	X	
Effectively prioritise a range of tasks and deadlines	X	
Manage upwards, and hold senior colleagues to account for completing tasks on time (eg policy reviews)	X	
Comply with filing standards, ensuring that all documents are saved in the expected place	X	
The best person for this role will be (behaviours):	Essential	Desirable
Proactive and able to work under initiative	X	
Collaborative and able to work with colleagues at all levels	X	
Curious about how the organisation works and how it can be supported		X
The best person for this role will be qualified in:	Essential	Desirable
No qualification required, but finance qualifications or part qualifications welcome		



Benefits



Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



Childcare vouchers

Available to those already on the childcare voucher scheme.



Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.



How to apply

To apply, please submit a CV and the answer to the two questions below to jobs@targetovariancancer.org.uk. Please also complete this [equalities monitoring form](#) and send to hr@targetovariancancer.org.uk. Please submit your application by **23:59 on Sunday 10 May**.

- This role engages with colleagues and trustees at all levels – what is your experience of working with senior stakeholders, and what do you pay particular attention to when communicating with them? (max 250 words)
- Tell us about a time that you identified something that could be improved, and proactively made that change? (max 250 words)

We appreciate that candidates may use AI tools to refine their applications. However, we encourage you to ensure your application remains a true and authentic reflection of your skills, experiences, and personality. Excessive reliance on AI-generated content may impact your ability to stand out and could be discussed during the interview process.

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981). Registered office: 10-18 Union Street, London, SE1 1SZ. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

Find out more

 targetovariancancer.org.uk/jobs

 TargetOvarianCancer

 @TargetOvarian

 @TargetOvarian

 @TargetOvarianCancer

