



BUSINESS SUPPORT OFFICER

REGISTERED CHARITY NUMBER: 1100154

WHO WE ARE

OUR VISION: WE CURE. WE WIN.

We exist to ensure people worldwide have the best possible access to the treatments and trials they need. As a charity, we drive funding, accelerate research, and push innovation to improve and save the lives of people with blood cancer. With global support, we will cure leukaemia—sooner.

BUSINESS SUPPORT OFFICER



SALARY: £25,000 - £30,000 pro-rata

HOURS: Part Time 3 days per week

LOCATION: Office-based

CONTRACT: Permanent

JOB PURPOSE

We are seeking a highly organised, adaptable, and detail-oriented Business Support Officer to join a friendly and fast-paced team.

You will play a hands-on role in managing financial transactions, maintaining accuracy across finance systems, and supporting the ongoing improvement of business processes that underpin the charitable operations. You will maintain an excellent level of service and professionalism. Your role will be varied and rewarding!

KEY RESPONSIBILITIES

FUNDRAISING, SALES LEDGER & CREDIT CONTROL

- Analyse fundraising platforms and align to appropriate income streams
- Process and reconcile receipts (BACS, cheque, card payments)
- Proactively chase overdue debts via email and phone
- Maintain aged debt and resolve payment issues
- Record and reconcile receipts into Sage

PURCHASE LEDGER & EXPENSES

- Set up and verify supplier accounts with due diligence
- Process supplier invoices; match to POs; obtain internal approvals
- Process internal and external expense claims with full documentation
- Manage supplier payment runs and upload payments to the bank portal
- Record and reconcile receipts into Sage

INTERNAL SUPPORT & ADMINISTRATION

- Act as the first point of contact for finance queries (internal and external)
- Create and maintain templates and models for reporting and analysis
- Provide administrative support: calls, emails, filing, and record-keeping
- Assist the team with ad hoc reporting and analysis
- Assist in the preparation of audit documentation and liaise with external auditors
- Liaise with Head of Finance and Operations regarding finance-related queries
- Any additional responsibilities that may arise as part of the role

PERSON SPECIFICATION – SKILLS, KNOWLEDGE & EXPERIENCE

- Experience in a finance or accounting support role
- Knowledge of Sage 50 Accounts (or equivalent accounting software)
- Advanced Microsoft Excel skills (including formulas & pivot tables)
- Experience working with CRM systems integrated with finance platforms
- High level of accuracy and attention to detail
- Confident communicator with colleagues, customers, and suppliers
- Ability to work independently, manage time and meet deadlines
- Strong sense of personal responsibility and confidentiality
- Positive, adaptable and solutions-focused approach
- Comfortable managing multiple tasks in a busy environment

OUR VALUES



HUMAN

Everything we do is about people: patients, families, clinicians, researchers, fundraisers and supporters. Blood cancer can affect anyone, at any time. Our strength is our community and our team—built on respect, empathy and real understanding. We care deeply, and we act to make life better wherever we can.



BELIEF

With 250,000 people in the UK living with blood cancer, we believe we can change the future. Our conviction powers our mission and creates hope. We trust and empower our team, stay focused on progress, and remain relentless in ensuring every patient has access to the best treatment options.



AMBITIOUS

Ambition drives our search for a cure. Through support and donations, we grow the infrastructure needed for clinical trials and new treatments. By expanding our networks and operating globally, we accelerate progress. Our ambition fuels discovery and keeps momentum high.



BRAVE

Our patients show extraordinary courage, and they inspire everything we do. Their stories drive us to push boundaries, challenge norms and fight for better outcomes. Bravery means taking risks, innovating and refusing to settle. We do whatever it takes to create positive change.

HOW TO APPLY

We encourage applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities.

We are committed to equality and diversity within our workforce and all opportunities provided by Cure Leukaemia. If you have any questions related to the role please email recruitment@cureleukaemia.co.uk.

To apply, please email your CV and covering letter (maximum 1-page A4) outlining your suitability for the role to recruitment@cureleukaemia.co.uk.

Find out more at cureleukaemia.co.uk

CLOSING DATE: FRIDAY 9TH JANUARY 2026 17:00