

# SARSAS

*Listen.  
Believe.  
Support.*

## Finance Officer

### Job Description

|                        |  |
|------------------------|--|
| <b>Job title:</b>      | Finance Officer  |
| <b>Salary:</b>         | £23,970 - £28,050 depending on experience (per annum pro-rata) |
| <b>Hours:</b>          | 22.5 hours per week  |
| <b>Based:</b>          | Bristol with up to 50% of hours per week working from home     |
| <b>Responsible to:</b> | Finance Manager  |
| <b>Pension:</b>        | 5% employer pension contributions                              |
| <b>Annual leave:</b>   | 27 days plus bank holidays pro rata                            |

### Equality, diversity, and inclusion

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias. Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

### About You

We are seeking a Finance Officer to join our finance team who will be passionate about finance and excited about providing financial support to Somerset and Avon Rape and Sexual Abuse Support (SARSAS) to ensure that we can deliver effective services that meet the needs of those that have been raped and sexually abused across Avon and Somerset.

You will work alongside the Finance Manager and Head of Finance and People with responsibility for the day-to-day tasks required in running the small finance department,

reporting to the Finance Manager. You will enjoy working closely with facilities, HR, and the wider team including fundraising and service delivery. You will ensure the smooth running of the finance function including preparing supplier payments, processing timesheets and expenses and credit control responsibilities.

You will have excellent customer service and interpersonal skills, dealing with any finance queries on a timely basis.

You'll be excited by the opportunity to join SARSAS and to work in a varied and busy role within a collaborative and supportive environment.

### **Key Responsibilities**

- Input accounting data into the accounting system with accuracy and on a timely basis. This will include:
  - Processing supplier invoices
  - Raising invoices for funders and customers
  - Inputting bank payments and receipts
  - Posting credit card and petty cash entries
  - Chasing receipt and timesheets from staff
  - Process payroll data for the monthly payroll in a timely and accurate manner
- Support the month end process including:
  - Bank and other reconciliations
  - Any other month end tasks as required
- Support the Head of Finance and People by monitoring the debtors' ledger ensuring that cash is collected on a timely basis
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Plan, organise and manage own workload to ensure your contribution to the organisation's monthly financial reporting process is achieved in a timely and accurate manner
- Resolution of finance related queries, including regular monitoring of the finance inbox.

### **Additional Information**

- Undertake any other duties commensurate with the role
- Work as part of a team, promoting the ethos and values of SARSAS
- Ensure that all work is carried out in line with SARSAS policies and procedures and Rape Crisis England & Wales (RCEW) National Service Standards
- Attend all training, whether statutory or non-statutory, as required
- Participate in annual development and review process

- Adhere to SARSAS's policies and procedures
- Actively participate in the risk assessment, management of risk process, and all aspects of Health and Safety
- Contribute to the ongoing development of the organisation by helping to improve systems and procedures

## **About SARSAS**

SARSAS exists to relieve the trauma and distress and help rebuild the lives of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset, and Bath and North East Somerset (BANES), who have experienced any form of sexual violence, at any point in their lives.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence enabling survivors' voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles. This underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of the effects of trauma at the forefront of our approach to support.

## Person specification – Finance Officer

|                                   | <b>Essential Criteria</b>  | <b>Desirable</b>  |
|-----------------------------------|--|---|
| <b>Knowledge &amp; Experience</b> | <ul style="list-style-type: none"> <li>▪ Evidence in good numeracy and literacy skills</li> <li>▪ Demonstrable experience in a similar role</li> <li>▪ Demonstrable experience of book-keeping</li> <li>▪ Experience of processing supplier invoices and preparing payment runs</li> <li>▪ Experience of month end processes</li> <li>▪ Experience of resolving finance queries both verbally and written</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Working towards an AAT qualification or AAT qualified</li> <li>▪ Experience of monitoring the debtors' ledger and of cash collecting</li> <li>▪ Sound experience of working with Xero</li> </ul> |
| <b>Skills &amp; Abilities</b>     | <ul style="list-style-type: none"> <li>▪ Proven competence of operating Excel software</li> <li>▪ Ability to work accurately and quickly</li> <li>▪ Knowledge of payroll processes</li> <li>▪ Ability to prepare and self- review spreadsheets, reports and correspondence</li> <li>▪ Initiative, flexibility and the ability to work without direct supervision as well as part of a team</li> <li>▪ Clear and effective verbal and written communication skills</li> <li>▪ Excellent I.T. skills. Proven competence of operating Excel software</li> <li>▪ Ability to work accurately</li> <li>▪ Ability to keep up-to-date records and to monitor and evaluate client data</li> </ul> |   |
| <b>Personal Effectiveness</b>     | <ul style="list-style-type: none"> <li>▪ A sensitive approach to working within a specialist service of this nature</li> <li>▪ Ability to create and respond quickly and</li> </ul>  |   |

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|-------------------------|---|--|
|                         | <p>flexibly to new opportunities</p> <ul style="list-style-type: none"> <li>▪ Ability to prioritise work independently and collaboratively, and in a planned and organised way</li> <li>▪ Creative, flexible, proactive and curious</li> <li>▪ Excellent interpersonal, relationship building and presentation skills (written and verbal)</li> <li>▪ Excellent time management skills with the ability to manage a complex and demanding workload</li> <li>▪ Commitment to own wellbeing and self care. Able to source support or ask for assistance</li> <li>▪ Commitment to continuing own professional development</li> <li>▪ Good IT skills and experience of using Excel, Word and Outlook</li> <li>▪ Commitment to SARSAS's values and keeping the service user experience and voice at the heart of all work</li> </ul> |  |
| <p><b>Diversity</b></p> | <ul style="list-style-type: none"> <li>▪ Comprehensive understanding of and commitment to equality and diversity issues with regards to ages, disability, ethnicity, faith or belief, gender identity and sexual orientation</li> </ul>   |  |