

## **JOB DESCRIPTION**

Responsible to:	<b>Finance Manager</b>
Line management of:	
Salary	<b>£30,000 per annum pro rata</b>
Type of Contract	<b>Permanent</b>
Hours of work	<b>5 days per week, 4 hours per day (20 hours per week)</b>
Location	<b>Hybrid - Office is Croydon, but role can be split home/ office base (Minimum 3 days in the office per week)</b>
Hybrid/Remote/Office based	<b>Yes</b>
Closing Date	<b>TBC</b>

## **ABOUT US**

As a registered charity Rape Crisis South London (RCSL) are a specialist provider for victims of sexual violence across twelve South London Boroughs. Our services and programmes are available in person at Croydon centre or through six additional satellite locations, as well as remote sessions across 12 South London Boroughs.

Our programmes comprise of: Counselling. Group therapy. Play therapy. Self Esteem Workshops. Training and Consultancy for professionals on the impacts of sexual violence. Prevention and education workshops with young people. Advocacy support & information for survivors going through the Criminal Justice System. Outreach for survivors for who face additional marginalisation. or additional barriers to accessing support, and ISVA Services.

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In 2022, we became a partner for the delivery of the Rape Crisis England & Wales 24/7 Rape and Sexual Abuse Support Line, alongside Lincolnshire Rape Crisis & Sexual Abuse Services and ARCH Teesside. We are a member of Rape Crisis England & Wales.

Our services include responding to the needs of survivors and the disproportionate nature of sexual violence committed by men against women and girls. We believe sexual violence to be both a cause and a consequence of gender inequality and are committed to a feminist, empowering model of working.

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## JOB PURPOSE

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The Finance officer is responsible for vital financial functions, including recording all financial transactions and assigning income and expenditures to appropriate funds, projects, and cost centres, processing BACS payments, among other duties. This role is integral to the overall administration of the charity. Success in this position requires a high degree of accuracy, efficiency, confidentiality, strong time-management skills, and a meticulous approach to the accounting function.

The Finance officer collaborates with the Director of Finance & Resources and Finance Manager to ensure the seamless operation of the Finance team within a small, yet dynamic head office located in Croydon. This role involves regular communication with colleagues at all levels and across all teams within the organisation.

You will be responsible for completing all aspects of the day-to-day financial administration of the organisation in an accurate and timely manner.

The organisation uses Xero and Microsoft Office software packages.

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## **KEY RESPONSIBILITIES**

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### **1. Bookkeeping**

- Plan, organise and manage own workload to ensure the organisation's finance transactions and payment processes are accurately recorded within agreed timescales.
- Process sales and purchase invoices, payments, receipts and banking.
- Reconcile bank / credit card / fixed assets accounts monthly together with processing relevant journals.
- Manage Debtor and Creditor accounts and ensure that outstanding accounts are settled in a timely manner.
- Investigate and answer any routine queries.
- Ensure full and accurate financial records are maintained and stored.
- Ensure that accounting software is properly maintained and kept up to date.
- Identify errors and discrepancies and resolve in a timely manner.
- Always adhere to good accounting principles and guidelines and relevant legislation.
- Be proactive in suggesting changes to internal procedures where appropriate and be involved in the continuous improvement and development of processes.
- Ensure that a proper system of internal accounting controls is maintained.
- Processing and paying supplier, staff, and volunteers expenses claims, ensuring compliance with RCSL policies.
- Preparing and posting journals as requested to reallocate income / expenditure.
- Preparation and processing of month end schedules as requested e.g., salary journal.

### **2. Other financial duties**

- Establish and maintain Supplier and Customer accounts.
  - Maintain financial files and records.
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- Assisting with year-end audit procedures and deal with relevant queries and questions.
- Assisting the Director of Finance and Resources and Finance Manager in the review and implementation of all finance policies and procedures.
- Assisting the Director of Finance and Resources and Finance Manager in budget, forecast and management accounts preparation.
- Forging close working relationships with all RCSL teams, ensuring open lines of communication so that issues can be picked up and resolved quickly, to manage and minimise risk/impact.

### 3. General duties

- Promoting and work in line with the vision, values and feminist ethos of Rape Crisis throughout the whole organisation and externally.
- Contributing and developing a culture that values and respects diversity, learning, improvement, striving for quality and best practice.
- Uphold the rights of survivors of sexual violence and proactively assess the needs and safety of survivors to ensure that any risks/needs identified are addressed, having full regard to the relevant Safeguarding policies.
- Supporting and training others to use accounting systems by verbal and written instruction.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required and assist in the development of services in line with agreed development plans.
- Responsible for undertaking any other duties appropriate

## PERSON SPECIFICATION

<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• AAT Qualified or equivalent, OR</li> <li>• Qualified by experience, OR</li> <li>• Actively working towards an accounting qualification or willing to undertake professional development with further training</li> </ul>
<b>Required Skills and experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years' hands-on experience in a comparable role in a charity/not-for-profit organisation is desirable.</li> </ul>
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>• Experienced in using accounting software is essential and experience in use of Xero accounts software is desirable.</li> <li>• Proficient user of Microsoft Office 365, particularly Excel and Word.</li> <li>• High level of accuracy and attention to detail.</li> <li>• Highly organised and efficient, able to work under pressure.</li> <li>• Excellent time management skills and the ability to prioritise.</li> <li>• Be committed to collaborative team working.</li> <li>• Be an excellent communicator, verbal and written.</li> <li>• Understanding of the need for professional confidentiality.</li> <li>• Relevant knowledge of SORPs related to charities (desirable).</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Highly motivated, self-starter able to work without direct supervision.</li> <li>• Ability to work flexibly as per JD and to fit in with the changing needs of the organisation.</li> <li>• Team player with high levels of initiative.</li> <li>• Committed to health &amp; safety + promotion of equality.</li> </ul>

## APPLICATION PROCESS

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Please provide a CV **and** cover letter (maximum 1000 words) which sets out your suitability for the role against the job description and person specification.

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## BENEFITS

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- Annual leave entitlement is 27 days a year plus 8 bank holidays (pro rata)
- Additional benefit of 3 days (pro rata) gifted to staff between 27 to 31 December
- 1 wellbeing day (pro rata)
- NEST pension scheme; 3% employer contribution and 5% employee contribution
- Benefits package including life assurance, healthcare plan, Employee Assistance Programme, and cycle to work scheme
- Being part of a dynamic, creative and innovative team where all staff are empowered to achieve their very best
- Hybrid working opportunities
- Enhanced maternity
- Induction and supervision
- The successful candidate will be supported in their professional development

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## MONITORING & EVALUATION OF THE POST

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There will be a **6-month** probation period for this role.

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The performance of the post holder will be monitored through regular supervision by Finance Manager. The post itself may be subject to regular reviews.

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## **OUR COMMITMENT TO INCLUSION**

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We are proud to be an inclusive employer and welcome applications from women of all backgrounds, identities, and life experiences. We particularly encourage applications from women who are underrepresented in the violence against women and girls' sector. We know that diversity strengthens our organisation and helps us better reflect and serve the communities we support.

## **SAFEGUARDING STATEMENT**

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Rape Crisis South London is committed to providing a safe, supportive, and empowering environment for all survivors who access our services. We recognise our responsibility to protect the welfare of adults, children, and young people and to promote their rights, dignity, and wellbeing always.

We uphold a zero-tolerance approach to all forms of abuse, exploitation, and harm. Our staff, volunteers, and trustees are trained to recognise safeguarding concerns, respond appropriately, and follow clear reporting procedures in line with statutory guidance and best practice. Safeguarding is embedded across all aspects of our work, from service delivery to partnership working and organisational governance.

We work collaboratively with survivors, placing their needs, autonomy, and safety at the centre of all decisions. When necessary, and always with consideration for the survivor's wishes and confidentiality, we share information with relevant agencies to protect individuals from significant harm.

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Rape Crisis South London is committed to continuous improvement in safeguarding practice, regularly reviewing our policies, training, and risk management processes to ensure the highest standards of safety and care. A DBS check will be required for this role and will be funded by RCSL.

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## **VARIATIONS**

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Rape Crisis South London reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed with your line manager annually and may need to be revised according to the priorities of current workload.

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*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*