



# Advocacy After Fatal Domestic Abuse

A CENTRE OF EXCELLENCE FOR REVIEWS INTO DOMESTIC HOMICIDES AND FOR  
SPECIALIST PEER SUPPORT Advocacy After Fatal Domestic Abuse, PO Box 3636, Swindon,  
SN3 9BG

**Title: Finance & Administration Assistant**

**Reports to: Finance & Resources Manager**

## Responsibilities

- To provide finance and administrative support to the various functions within AAFDA, in particular, the Finance & Resources Manager and DHR Network Co-ordinator.
- Tasks will include, but are not limited to,

### Finance

- Raise invoices as requested.
- Track and monitor unpaid invoices.
- Process invoices received for payment.
- Ensure invoices and receipts are filed on the relevant systems.
- Support the Fundraising team with reports to funders regarding the charity's spend.

### Resources

- Keep records of company assets.
- Support recruitment processes, with tasks such as job adverts, references, DBS checks, registering new employees with benefit providers.
- Support the management of the various online platforms available to staff. Train & support staff in the use of the systems.
- Add content to the website as requested.

### Network Membership

- Processing new membership queries, requests, and the onboarding process.
- Maintaining membership records
- Monitoring and processing member renewals required
- Closing down members when not renewed
- Meeting & events administration
- Processing & distributing DHR alerts, bulletins and Chair opportunities.
- Managing project tools - Mailchimp, Google Drive - for communications
- Monitor online forum discussions.
- Responding to technical queries regarding the online forum
- Issuing invoices & processing membership payments
- updating website & online resource repository.



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- Undertake any other duties commensurate with the general level of responsibility of the post.
- AAFDA is a small, busy charity, and all staff contribute to the general running of the organisation in addition to their specific role activities.

## Person Specification

### **Skills and Personal Attributes required:**

- Excellent organisational skills
- Approachable and non-judgemental
- Good listening and verbal communication skills.
- Ability to prioritise tasks.
- Have a high level of attention to detail and understand the importance of good record keeping.
- Ability to work both within a team and with minimal supervision.
- Excellent IT skills, including experience of using Microsoft Office 365 (Word, Excel, Outlook, SharePoint and PowerPoint) and ability to use the internet.
- Experienced in the use of QuickBooks Online or other similar accounting software.
- Experience of processing invoices and record keeping relating to accounts payable and receivable tasks.
- Familiarity of online tools such as Mailchimp, Eventbrite, Zoom, Teams, Vimeo
- Knowledge of updating and writing for websites.
- Have previously supported the organisation of events.
- Understand the importance of confidentiality, security & GDPR requirements.
- Dedicated to preventing and ultimately ending domestic abuse
- Understanding of and commitment to equality, diversity and inclusion