



JOIN OUR MISSION

**FOR CHILDREN AT RISK
ON THE STREETS**

FINANCE OFFICER

RAILWAY CHILDREN – RECRUITMENT PACK

RAILWAY
children
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Around the world hundreds of thousands of children struggle to survive on the streets. In many countries, they have become an accepted issue in society, deprived of access to the most basic services and they experience extreme harm before and during their time on the streets.

Wherever they may be in the world, they face violence, abuse, neglect and exploitation.

Founded in 1996, Railway Children has dedicated over a quarter of a century to developing outstanding practice and services for street connected children and as we embark on our new strategy to 2030, we have ambitious plans to ensure no child is left behind, wherever we work.

WHO WE ARE



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2030

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



WHAT WE STAND FOR

We stand for children

- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffering repeated cycles of abuse.

WE STAND FOR CHILDREN, THEIR CHILDHOODS AND THEIR FUTURES!

These Five Values
Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

FINANCE OFFICER

Salary:	£15,600 3 days a week (FTE £26,000)
Department:	Finance
Location:	Hybrid - Sandbach/Home-Based
Responsible to:	Finance Manager
Responsible for:	Not applicable

JOB PURPOSE

The primary purpose of the Finance Officer is to process the Railway Children UK's expenditure and income transactions accurately and in a timely manner. The Finance Officer will ensure that all income raised by Railway Children UK is recorded on the fundraising database, Donorflex, and will be responsible for the maintenance of the purchasing cycle in the finance system, Aqilla, including making weekly payments.

KEY RESPONSIBILITIES

Purchasing cycle

- Respond to queries regarding purchase orders promptly, providing assistance where required.
- Match invoices to purchase orders, checking the expenditure has been authorised by the budget holder and the amount invoiced is correct.
- Liaise with budget holder to ensure correct budget code on PO/invoice.
- Enter invoices and credit notes on Aqilla ensuring accurate coding and entering links to the documentation and approvals.
- Ensure that supplier payments are made on a weekly basis and payments are posted and allocated on Aqilla.
- Direct Debit supplier and nominal payments are posted and allocated on Aqilla.
- Make payments on RBS including HMRC and foreign payments and ensure payments are coded and allocated on Aqilla.
- Set up new suppliers.
- Respond to queries from staff in a timely manner.
- Ensure that the purchasing cycle processes are fully recorded and up to date.

Staff expenses

- Train staff to process an expense claim in Aqilla.
- Ensure staff expenses claims are completed accurately and according to Railway Children UK expenses policy.
- Prompt approval of expenses by line managers to ensure staff are reimbursed as soon as possible.

- Process and pay staff expenses on time and on a weekly basis.
- Ensure that the staff expenses processes are fully recorded and up to date.

Company Credit cards

- Process the credit card expenses checking the PO and receipts and ensuring Railway Children UK credit card policy is followed.
- Monitor the balance on the credit card on a weekly basis and make payment if the credit limit is being reached.
- Reconciling the credit card statement on a monthly basis.
- Other credit card related matters - ordering cards etc.

Gift Aid processing

- On entering income onto Donorflex ensure that the Gift Aid status is correct and up to date.
- Scan and upload to Letters Folder new Gift Aid declarations within three working days of being received.
- Work with the Database and Insight Manager and Fundraising and Marketing Team to ensure that Gift Aid is maximised.
- Ensure that the Gift Aid processes are fully recorded and up to date.

KEY RESPONSIBILITIES CONTINUED

Income Processing

- Continuously communicate with the Fundraising and Marketing team and Finance team to ensure accurate and timely recording of all income on Donorflex.
- When new donors need to be created to process income set up the new record ensuring the correct consents, preferences and applicable Gift Aid are recorded.
- Enter postal income on Donorflex in a timely basis ensuring the gift is added to the correct donor, the gift coding is accurate and complete and that the Gift Aid status and contact preferences are updated.
- For postal income, upload CAF vouchers to the CAF website, enter credit card details onto the virtual terminal and bank cash and cheques.
- When income is received directly into the bank account from fundraising platforms, including the website, Enthuse, JustGiving and Christmas cards, upload the income to Donorflex within three working days of receiving the income in the bank account or the report being available on the fundraising platform.
- Manually enter all other income, including BACS and standing orders received into the bank accounts within three working days of receipt.
- Ensure that the Fundraising teams are informed when donations are received.
- Respond in a timely manner to queries regarding income on Donorflex.
- Ensure that all corrections made to Donorflex income after reconciliation to the bank and posting to the finance system are communicated to the Finance Manager in a timely manner.
- Ensure that the income processes are fully recorded and up to date.
- Assist the Database and Insight Manager in reviewing and continuously improving the income processes.

Office duties

- Answer the phone and provide first contact point for supporters.
- Provide a reception service for office visitors.
- Inbound post distribution.
- Franking outbound post and taking to the local post office.
- Review and action emails in the generic organisational inbox.
- Maintain kitchen and stationery supplies.
- Assist in maintaining a safe office working environment.
- Filing of finance paperwork.
- Assist in annual external audit preparation.

General duties (all staff)

- Uphold and work within Railway Children's policies and procedures.
- Provide cover for other members of the Finance team as required.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

Experience

- Experience of finance and admin work – ideally at least two years' experience

Education/Qualifications

- A good standard of general education and/or training

Knowledge and Skills

- Proficient in Office 365 – Excel, Word and Outlook
- Excellent data inputting skills
- Experience of either a finance or CRM database – Aqilla (finance system) or Donorflex (CRM) would be desirable
- Practical approach to problem solving
- Flexible approach to working
- Effective at time management and prioritising

Aptitude

- Ability to multi-task whilst maintaining a high level of accuracy and be able to work in a very busy open plan office environment.
- Excellent telephone manner with an ability to empathise with our supporters and effectively communicate our work to them in conversation.
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

We offer a pension contribution of 6% of annual salary.

Birthday leave

One additional day of annual leave within the month of your birthday.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:

- ♥ We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
- ♥ We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
- ♥ We will work with our people to identify their career and development goals and facilitate opportunities for growth.
- ♥ We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
- ♥ When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to financejobs@railwaychildren.org.uk. Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

Closing date: 2th February 2025.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.