



Support After Rape and Sexual Violence Leeds (SARSVL)

SARSVL is looking for a highly skilled and experienced, self-employed charity finance professional to manage the day-to-day running of all financial aspects of the Charity's work, in the freelance role of Finance Support Contractor. The role includes bookkeeping, financial reporting, accounting, banking and Company Secretarial work for the Charity.

Hours are flexible to reflect the workload at a particular point in the Charity's year, but the current incumbent works on average about 20 hours per month.

Information about the Charity, the finance role, and how to apply are detailed below.

If you would like an informal conversation with the existing incumbent, please email sally.dowell@sarsvl.org.uk to arrange an appropriate time.

The closing date for applications is **midday on Friday 26 April 2024**.

Interviews will be held online and/or in person on Tuesday 7 May 2024.



About SARSVL

Support After Rape and Sexual Violence Leeds (SARSVL) was started by a diverse group of local women activists during the 16 Days of Action to End Violence Against Women & Girls in 2008. We registered as a Charity and a Company Limited by Guarantee, and launched our first service, in 2010. In 2012, we secured our first major grant, moved into our own rented premises in Leeds city centre for the first time, and recruited our first paid staff. We now have 15 paid members of staff and 25 active volunteers, as well as a dedicated Board of seven charity trustees.

SARSVL is a specialist voluntary sector organisation offering a range of services to women, girls and non-binary people (who feel our woman-centred approach is right for them) who've been through child sexual abuse (CSA), rape or any kind of sexual violence at any time in their lives.

We're specialists because we have in-depth knowledge and understanding of sexual violence and abuse, the trauma it can cause, and the impacts it can have, and working with these topics is our sole focus and purpose.

Our current specialist services include:

- Our confidential helpline for ages 13+, via email, text and Freephone
- Our Independent Sexual Violence Advocacy (ISVA) service for those aged 13+ who have reported (or are thinking about reporting) to the police
- Our counselling service, including shorter and longer-term one-to-one therapy, dedicated pre-trial therapy (for those who've reported to the police) and group work. Because of our limited resourcing and the huge demand we already receive for our counselling service, it's currently only available for adults (aged 18+).

As a professionally approved Rape Crisis Centre, we take a feminist approach, and we're committed to social justice, anti-racism, equity and inclusion.

We're run by women for all women and girls (with some age restrictions) and we offer our services in women-centred safe spaces, whether that's in person, online or by phone or text. We also welcome non-binary people who feel this approach is the right one for them.

As well as our specialist Rape Crisis accreditation, we are members of the British Association for Counselling and Psychotherapy (BACP) and the Helplines Partnership, Mindful Employers and signatories to the Violence Against Women & Girls (VAWG) sector Anti-Racism Charter. We're also proud members of the Women and Girls Alliance – Leeds (formerly Women's Lives Leeds) with 11 other local women's and girls' organisations.

We're committed to working in partnership with others so we can support and promote the needs and rights of anyone who's been through sexual violence and abuse. At the same time our services are independent, for example of the police or social services. Our services are also free.

Raising awareness and understanding of sexual violence and abuse, and dispelling harmful myths and stereotypes, for the benefit of all survivors and society as a whole, is also an important part of the work we do. Ultimately, we want to see a world where everyone is free from the fear and experience of sexual violence and abuse.

Role description

Role title:	Finance Support Contractor
Hours:	flexible, as required (current incumbent generally works approximately 20 hours per month / 5 hours per week)
Location:	Home-based, with willingness and ability to meet in person in Leeds city centre up to 6 times per year (negotiable)
Contract type:	Self-employed

Overview

The Finance Support Contractor is responsible for the day-to-day running of the finance and accounting functions of SARSVL. You will liaise with and report to the Chief Executive Officer (CEO) and Treasurer of SARSVL. You will work closely with other members of the SARSVL staff and trustee teams as required.

Key tasks and responsibilities

The Consultant will provide the following services:

- Process invoices and upload payments into the bank account online for authorisation
- Input all income and expenditure into QuickBooks online and complete monthly bank reconciliations
- Enter invoices in line with funding budgets and cost centres, and monitor spend against these budgets
- Create and enter sales invoices as requested
- Act as the main contact with the bank
- Maintain the integrity of bookkeeping systems and structures
- Monitor the organisation's income and expenditure position, and provide quarterly management accounts with accompanying narrative for the Board of Trustees
- Prepare financial monitoring reports for funders
- Monitor cash flow
- Ensure year-end accounts are prepared in compliance with the SORP Accounting for Charities and lead on arrangements for them to be audited or independently examined, as required by the Charity Commission
- Prepare the draft financial report for inclusion in the Annual Report
- In collaboration with the CEO and Treasurer, prepare the draft annual budget and full cost recovery spreadsheet
- Work with the Treasurer and the CEO to ensure proper financial policies, procedures and internal control systems are in place, including an appropriate, annually reviewed reserves policy
- Assist with budgets for funding applications as and when requested
- Deal with queries and give advice as and when requested
- Meet approximately every two months (or as and when needed) with the CEO (online or in-person as preferred and appropriate) to maintain clear communication about all of the above
- Occasionally attend Board meetings and/or the AGM if requested
- Act as Company Secretary, including updating Companies House and the Charity Commission on a timely basis and ensuring statutory returns are properly completed
- Any other actions as required from time to time.

Person Specification

	ESSENTIAL/ DESIRABLE	LIKELY TO BE ASSESSED BY: I - Interview A - Application
EDUCATION, QUALIFICATIONS, KNOWLEDGE		
Experienced charity accountant/finance professional – qualified either academically or by experience	E	A
Knowledge of charity SORP	E	I/A
Understanding of the work, values and goals of SARSVL	E	I/A
SKILLS		
Excellent interpersonal & effective communication skills (written & spoken)	E	I/A
Excellent financial and organisational skills	E	I/A
Confident using Word, Excel and other Microsoft packages	E	I/A
Experience of working on your own and using your own initiative	E	I/A
Meticulous attention to detail	E	I/A
Excellent IT skills	E	I/A
EXPERIENCE		
Experience in charity finance, accounting and management	E	I/A
Experience of financial reporting to funders and managing budgets accordingly	E	I/A
Experience of Company Secretarial duties	E	I/A
Experience of online financial packages – currently QuickBooks	E	I/A
PERSONAL ATRIBUTES AND CIRCUMSTANCES		
Be self-motived and have a disciplined attitude to work	E	I/A
Be able to work without direct supervision	E	I/A
Be able to complete work to deadlines	E	I/A
Be able to be flexible about working hours	E	I/A

Application process

If you decide to apply, please provide both an up-to-date CV and a SEPARATE expression of interest letter, which includes:

- The relevant knowledge, skills, experience and other attributes you will bring to the role (with reference to the person specification provided, preferably addressing the requirements in order, with sub-headings, to support the assessment process)
- The contact details for two other organisations or businesses you have provided with similar services, from which we can secure references
- The indicative details of your usual hourly charging rates

Please submit your CV and letter to info@SARSVL.org.uk before **midday on Friday 26 April 2024**. Applications that do not include a letter will not be considered.

SARSVL will invite a small number of applicants for interview on Tuesday 7 May 2024. These may be in person or online, depending on candidates' circumstances etc. Please make a note of this date as it might not be possible to offer an alternative.

Negotiations with the successful applicant will include finalisation of details of service supply, including fee level and fee payment arrangements. A Service Level Agreement (SLA) will then be signed by both parties.

If you wish to discuss any of the information provided before applying, please email Sally Dowell at sally.dowell@SARSVL.org.uk to arrange a telephone call.