

<b>Position:</b>	<b>Finance Officer (12-month maternity cover)</b>
<b>Salary:</b>	<b>£32,136 per annum pro rata + 5% benefits package</b>
<b>Hours:</b>	<b>15 hours per week. Possibility to work flexibly across the month according to month end and quarter end demands</b>

*This post is only open to female applicants and is exempt under Schedule 9 Part 1 of the Equality Act 2010.*

South West Surrey Domestic Abuse Service (SWSDAS) is seeking a part time Finance Officer to run the charity's day to day finances and support the management team and trustees with accurate, timely financial information. The income in our latest financial year was just over £922,000.

The demands of this role will fluctuate according to the needs of the charity. Month end and quarter end will be much busier than other periods. 15 hours a week is the average but we will consider candidates who may wish to work less hours some weeks and more hours during busier times to be flexible around these demands. We are also open to candidates who may be interested in this role on a self-employed freelance basis.

You will have a finance qualification (bookkeeper/accountant) or be qualified by experience and able to work on your own initiative, managing workload to meet reporting deadlines. You will perform all bookkeeping duties using QuickBooks and Excel. The ability to create accurate accounting journals is required. The monitoring of restricted and unrestricted funds to ensure compliance with funder requirements is important. For an in-depth outline of the role, please see the job description and person specification. Attention to detail is vital.

SWSDAS provides free, independent and confidential advice to anyone affected by domestic abuse living in the boroughs of Guildford and Waverley. We are a member of Women's Aid and a partner within the Surrey Domestic Abuse Partnership, a group of four independent charities supporting survivors of domestic abuse across the county.

You will be working from our office as part of our team of over 20 staff based on the edge of Guildford. The salary shown is for full time (35 hours per week) and will be pro-rata for 15 hours per week.

A strong commitment to equal opportunities is essential. A DBS check will be carried out for the successful applicant.

Please apply by submitting a CV and a covering email/letter outlining why you want to join our team to [beckyk@swsda.org.uk](mailto:beckyk@swsda.org.uk). Applications will be considered as soon as they come in and interviews held accordingly.

### Why join us?

- **Benefits package worth 5% of your salary in addition to your annual salary**
- 5 weeks **plus** bank holidays paid annual leave (pro rata for part time)
- Modern, comfortable office with free parking
- **Travel expenses** (mileage, parking away from the office while on duty)
- Comprehensive **training**
- Workplace **pension**
- Investment in your **personal development**
- **Wellbeing** programme for all