

***Making a difference to the lives of those affected by rape and sexual abuse***

<b>Position:</b>	<b>Finance Manager</b>
<b>Hours:</b>	Part Time – Variable 7 hours per week Up to an additional 7 hours per week (not guaranteed) to assist with funders monitoring reports and Financial reports for Trustee meeting
<b>Salary:</b>	<b>Self-employed</b> £21.98 per hour (£40,000 FTE)
<b>Location:</b>	Home working and Guildford
<b>Accountable to:</b>	Chief Executive Officer
<b>DBS check:</b>	No
<b>Closing on:</b>	<b>Wednesday 3<sup>rd</sup> February 2021 12:00PM</b>

A new and exciting opportunity has arisen in RASASC and we are now recruiting for a part time Finance Manager.

In the past three years, our charity has grown at a rapid rate and we need support managing our day to day finances and ensuring that our finance processes and budget planning are as effective and robust as possible.

For the financial year 2019-2020 our income was £507,000.

**About RASASC**

RASASC is a registered independent charity which has been providing support to male and female survivors of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We are the only charity in Surrey supporting survivors of rape and sexual abuse, and although we are a small charity we operate on a large scale. Our growth over the past few years is a direct result of the need and demand of our services by survivors and their families.

We provide an Independent Sexual Violence Advisor (ISVA) Service. ISVAs support survivors to help them overcome the abuse they have suffered and to rebuild their lives. This service also includes supporting the survivor to seek justice through the judicial system, should they wish.

We also provide one-to-one counselling, online group support programme, youth counselling and family support programme, a national Telephone Helpline, and self-confidence and esteem programme.

Volunteers are an important part of the work we do. Volunteers staff our Helpline and our qualified counsellors work on a voluntary basis with survivors of rape and sexual abuse.

We are supported by a Fundraising Manager, who has successfully diversified our funding streams. We are no longer reliant solely on statutory funding and our ambition as identified in our funding strategy is to achieve, a third statutory funding, a third from Trusts/Corporate and a third from the Community. We are well on our way in achieving this.

### **Key responsibilities**

This is a new role to support our current and future needs.

As a crucial member of the team, you will be responsible for:

- Day to day management of the charity's financial operation including an outsourced payroll, booking funding receipts, cash management functions, accounts payable, bank reconciliation and other transactions
- Ensuring that all accounting allocations are appropriately made and documented.
- Provide accurate and comprehensive financial information to the Board of Trustees, every two months, for long-term financial strategising.
- Financial reporting duties include preparing financial statements, balance sheets, cash flow reports, budgets, budget-to-actuals and financial projections.
- Provide financial information for our funders monitoring reports and assist the Fundraising Manager in the completion of the reports including responsibility for collating and verification of data from all services.

### **Experience:**

#### Essential

- Experienced accountant with an appropriate accountancy qualification (CIMA or similar). Finalist may be considered.
- Excellent organisational skills and a proven ability to prioritise workload, including time management skills
- Excellent communication skills – both written and verbal
- A keen eye for detail and a desire to probe further into data
- Ability to work on your own (unsupervised) and as part of a small team in a busy and challenging environment

#### Desirable

- Experience of working in, or an understanding of, the charity sector, charity accounts and restricted and unrestricted funding.

If you are interested in joining our team or if you have any questions about the role please do give us a call as we would love to hear from you – contact Lesley (Chief Executive Officer) on 07702 167396 for more details or please complete the application form.

Closing date for applications is: Wednesday 3<sup>rd</sup> February 12pm

**Please note CV's not accepted**

**How to Apply:** Please complete the attached application form and return it to Liz Joyce [admin@rasasc-guildford.org](mailto:admin@rasasc-guildford.org)