



Job Description – Finance Officer

Job title:	Finance Officer
Employer	Restore Women's Aid
Location	Bury St Edmunds
Responsible to	Finance Manager
Working hours	15 Hours per week
Salary	£28,142 – £29,064 pro rata
Application closing date	12pm on Monday 16th November 2026
Interview dates	Monday 23rd November 2026

Scope of the job

Reporting to the Finance Manager (Line manager), the smooth running of the Charity finance function and assistance with periodic reporting.

Job Responsibilities

- In conjunction with the Finance Manager, ensuring proper operation of financial controls including appropriate authorisation of transactions
- Working with the Finance Manager and Charity's Administrator, ensuring timely and accurate entry of income and expenditure transactions onto the accounting system (MyFundAccounting Online) in accordance with the principles of charity fund accounting and the Charity's financial strategy; and including:
 - Regular reconciliation of key balance sheet control accounts (Bank/cash accounts, Damage Deposit, PAYE/NI and pension control accounts)
 - Regular review of nominal ledger and Fund/Grantor summaries to confirm accuracy of input

- Processing the payment of supplier invoices, approved by line managers, on a regular bi-monthly basis
- Assisting with monthly reporting to the Management Team, Treasurer and the Board of Trustees, providing an overview of the Charity's financial position including brief narrative on key figures and budget variances
- Assisting with the provision of financial data for periodic grant monitoring and applications and helping to provide periodic and ad-hoc management information
- Assisting the Finance Manager with the preparation of annual revenue budgets for discussion with the Management Team
- Assisting the Finance Manager with the preparation of annual financial statements and helping with the annual financial audit
- Assisting with the preparation of Gift Aid Claims and submission to HMRC.

Person Specification:

Essential:

- Qualified accounting technician (AAT, or equivalent) or qualified by experience in a similar role.
- Demonstrable experience in financial management within the charity or not-for-profit sector.
- Some understanding of charity finance regulations, including Statement of Recommended Practice (SORP).
- Experience of financial reporting, budgeting, and forecasting.
- Proficient with accounting software including payroll and Excel. The Charity uses Data Developments MyFundAccountingOnline for which training will be provided.
- Strong analytical, organisational, and communication skills.
- Good track record of working within a small team.
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Desirable:

- Experience working with fundraising or grant-funded organisations.
 - Knowledge of Gift Aid.
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Values and Behaviours:

- Commitment to the charity's mission and values.
- High level of integrity and confidentiality.
- Proactive and solution-oriented mindset.

Benefits:

- Monthly clinical supervision
- Monthly Wellbeing Hour
- Regular team wellbeing days
- Long service annual leave increase
- Healthshield membership (on completion of probation period)
- Real Living Wage accredited

It is essential to the development of Charity service delivery, that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.