Finance Officer
recruitment pack
About Us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the 24/7 UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision

Our vision is simple: a world without slavery. We aim to transform society’s response so all can live in a world free from such abuse and exploitation.

Our mission

We’re working to end modern slavery by empowering, equipping and influencing others to bring about positive and transformational change.

By empowering and supporting survivors through our specialist services we can enable them to recover safely and develop resilient, independent lives.

We identify key slavery and exploitation issues, and equip others with effective solutions through advice and training.

We use our experience, research and survivor stories to influence society and push for change in legislation, policy, business practice and consumer choices.

Our strategy

Educate society

Provide tangible solutions for individuals, communities, and organisations to be effective in their personal and professional lives in relation to tackling modern slavery

Business engagement

Positively affect business behaviour by driving up standards to mitigate forced labour/ modern slavery by increasing awareness, engagement, transparency and promoting continuous improvement.

Support services

Influence and improve support systems locally, regionally, and nationally. whilst continuing to deliver services that empower and increase resiliency for those who have been exploited.

Policy, legislation and operational change

Influence policy, legislation, and operational practice in the UK and overseas to ensure tackling modern slavery remains a priority, being evidence-led by using our unique helpline data.

Organisational sustainability and optimisation

We will routinely review our internal processes and structure to ensure capacity and capability is optimised. We will consistently strive to achieve value for money. We will continue to prioritise funding ensuring our support services benefit the most from our activities.
Our values

Collaborative: We recognise the advantages in combining our expertise with the contributions of others. We seek to build lasting partnerships to support, challenge and deliver the changes we are aiming for.

Honourable: We see the best in people and promote an environment of respect for each other and our partners. We are straightforward, trustworthy and truthful in all our work.

Ambitious: We want to go as far as possible. We strive for the highest standards in all we do, pushing for change, looking for solutions. Our conduct, treatment of others and provision all aim to exceed expectations.

Dynamic: We are motivated to deliver results that change lives. In order to drive solutions forward, we embrace innovation, boldness and positivity.

Insightful: We are knowledgeable, informed and up-to-date. Thoroughly researching issues is a priority for us as the best way we can provide targeted, effective solutions.
We are looking to appoint a part-time Finance Officer with a focus on finance administration and bookkeeping to support the day-to-day operations and running of the charity. You will join a small, friendly and committed Operations and Finance team working at the centre of a dynamic, ambitious and fast-moving charity. You will be working closely with the Financial Controller.

We are looking for an adaptable, proactive, and detail-oriented individual, with exceptional organisational skills, to take on this multifaceted role. Excellent verbal and written communication skills, and a proven ability to manage a varied and fluctuating workload, are essential skills for this role. Specific experience of financial administration and fundraising administration, including the use of databases, raising sales invoices and processing purchase invoices is particularly desirable. You will need to demonstrate your ability to fulfil the criteria from the Finance Officer person specification included in the job pack.

We offer a friendly, supportive work environment, generous staff wellbeing and training programme, and flexible hybrid working. There is development opportunity within the role to assist with the management accounts and attend training courses.
Key responsibilities and tasks

1. Monitor, respond and follow up on all incoming communications to the finance inbox

   1.1. Monitor the shared finance inbox daily and categorise emails for appropriate members of the finance team for actioning.

   1.2. Support the admin team with fielding incoming enquiries where needed.

2. Accounts payable tasks

   2.1. Process purchase invoices and receipts through Dext system and code and publish to accounting software, Xero, monitor Approval-Max bills authorisation system.

   2.2. Auditing and processing staff expenses.

   2.3. Reconciling supplier statements and assisting budget holders with invoice queries.

   2.4. Prepare the bi-monthly supplier payment schedule for Financial Controller, and set up bank payments, including batch payments and PAYE payments.

3. Raise sales invoices and provide basic credit control function

   3.1. Draft sales invoices as requested by teams across the Organisation including Training, Fundraising, Business Services and SLT.

   3.2. Send sales invoices after approval from Financial Controller.

   3.3. Obtain purchase order numbers from customers that require a PO for invoicing.

   3.4. Complete new supplier forms and portal set ups as required.

   3.5. Credit control.

4. Support Financial Controller with bank account management and reconciliation

   4.1. Import bank statements to Xero weekly and reconcile bank statements and transactions on Xero.

   4.2. Reconcile fundraising donations from various giving platforms.

   4.3. Monitor and top up bank accounts by making transfers between accounts as required and in line with finance schedule.

   4.4. Create income and expenditure reports.

5. Provide financial support to frontline teams & facilitate client subsistence payments

   6.1. Manage the Unseen admin function of the PFS system used for client subsistence (including managing float balance and ordering and allocating cards).

   6.2. Create weekly payment schedules for clients being paid by PFS card and weekly bank imports for clients being paid by BACS.

7. General

   7.1. Promote the vision, aims and objectives of the organisation and ensure that all contacts with external people and organisations fully reflect the professional approach of the organisation.

   7.2. Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures.
# Person Specification

## Essential Knowledge, Skills and Experience

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<td>1.</td>
<td>Accomplished or working towards AAT Level 2/3 or equivalent.</td>
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<tr>
<td>2.</td>
<td>Experience of bookkeeping and finance tasks e.g. processing invoices and receipts, raising sales invoices.</td>
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<td>3.</td>
<td>Good command of Excel, including formula use.</td>
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<td>4.</td>
<td>Excellent time management skills and ability to work to strict finance deadlines.</td>
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<td>5.</td>
<td>Experience of working with an accounting software such as Xero.</td>
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<td>6.</td>
<td>Excellent interpersonal skills and ability to work collaboratively and proactively with colleagues at all levels and a wide range of external stakeholders</td>
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<td>7.</td>
<td>Experience of supplier payment runs, bank and petty cash reconciliation, and double entry.</td>
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<td>8.</td>
<td>Ability to manage multiple competing tasks and prioritise accordingly</td>
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## Desirable Knowledge, Skills and Abilities

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<td>9.</td>
<td>Experience of working in the charity sector.</td>
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<td>10.</td>
<td>AAT Level 2 or equivalent finance/accountancy degree (evidence may be required).</td>
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<td>11.</td>
<td>Experience of working with fundraising teams to reconcile charitable donations.</td>
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<td>12.</td>
<td>Experience or basic understanding of VAT for VAT registered charity.</td>
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## Values

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<td>13.</td>
<td>Commitment to social justice issues and the restoration of vulnerable people</td>
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<td>14.</td>
<td>Proven understanding of and empathy with the needs of those impacted by having been exploited, trafficked and enslaved</td>
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## Other

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<td>15.</td>
<td>Good attendance record &amp; time-keeping record</td>
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<td>16.</td>
<td>Ability to demonstrate resilience and work under pressure</td>
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How to apply

This recruitment pack contains a job description, person specification and other information relevant to this role and its position within Unseen.

To apply:

1. Please complete Unseen’s application form for the role, which includes a personal statement of 500 words outlining your suitability for the role, some personal details and equal opportunities questions, and;
2. Please send a copy of your CV to jobs@unseenuk.org with reference to the job title.

Please note: The only information from your application that will be shared with the hiring manager is your personal statement and CV.

The deadline for applications is midnight Sunday 01 October 2023.

As an organisation focused on equality and diversity, we welcome applications from all sections of the community and all backgrounds, including those with a lived experience of modern slavery, those from ethnic minority groups, those with disabilities and those from the LGBTQ+ community.

Any questions, please contact jobs@unseenuk.org.

Thank you for your interest in working with Unseen to achieve our vision of a world without slavery.