

Finance and Operations Officer – fixed for 3 years

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

Hours: 15 hours/week to be worked across 3 days

Length of contract: 36 months

Salary: £25,000 per annum pro rata

Base: Office – based at Kyra Women's Project – St Saviourgate, York

Accountable to: Finance Manager

How to apply: Send your CV and covering letter showing how you meet the person specification to fran@kyra.org.uk by 5 pm on Tuesday 19th November 2024

Closing date for applications: Tuesday 19th November (5pm). Interviews will take place on Wednesday 11th December.

Benefits: Supportive and collaborative work environment. 28 days annual leave plus bank holidays (pro rata for part time staff) plus an additional day off on your birthday/next working day. Training and development opportunities.

Kyra Women's Project is the only independent charity in York which is dedicated to women's self-development. It is run by women for women. The charity brings together women who are isolated, emotionally vulnerable, or who are looking for help to improve their wellbeing and quality of life.

This is a rewarding opportunity to play a vital role at Kyra, supporting all aspects of Finance and Operations within a small team.

JOB DESCRIPTION

PURPOSE OF ROLE

The Finance and Operations Officer will be responsible for keeping accurate financial records on Xero, processing expenses, making payments, claiming Gift Aid and keeping tabs on a number of restricted funds. They will also order office supplies and resources for activities in Kyra as required, liaise with external contractors, manage HR administrative processes, ensure policies are up to date, and support recruitment.

This role would suit somebody with an eye for detail, a passion for charity impact, and a knowledge of financial and HR processes. The successful candidate will be supported by the Finance Manager, with training and development opportunities available.

KEY RESPONSIBILITIES

- Record all financial transactions on Xero, ensuring items are allocated to the correct fund.
- Obtain necessary authorisations before making payments.
- Record income received, and pass on information to ensure donors are thanked.
- Make Gift Aid claims to HMRC, ensuring correct documentation is in place.
- Monitor expenditure for funded projects, ensuring budgets are adhered to.
- Transfer information from our online donation platform Goodhub and ensure correct amounts have been paid in to us.
- Perform monthly account reconciliations, and work with the Finance Manager to ensure data is available for management reports.
- Support the Finance Manager at year end.
- Manage Petty Cash within the Office.
- Order office supplies and project resources when needed, in accordance with purchasing policies.
- Liase with and manage external contractor relationships, such as office cleaning, landlord/maintenance correspondence /actions, IT and phone providers
- Keep track of policy review dates, and inform relevant colleagues when updates are due.
- Ensure all staff, freelancer and trustee records are complete and up to date.
- Update the Charity Commission and Companies House whenever any governance changes occur.
- Help staff with IT issues, referring to outsourced IT support where appropriate.
- Take minutes of Board/committee meetings when required.
- Support recruitment processes, including induction for new staff.
- Manage HR administrative processes, including annual leave, staff expenses.
- Any other tasks that may arise that are appropriate to the role and relevant to the delivery of Kyra's services.

Person specification for Finance and Operations Officer

Knowledge and skills	Knowledge of bookkeeping and accounting processes, either through studying or work experience	Essential
	Achieved/working towards accountancy qualification such as AAT	Desirable
	Experience/understanding of the charity sector, particularly if finance/HR related	Desirable
	Previous HR experience	Desirable
	Proficiency in Microsoft Excel	Essential
	Keen attention to detail	Essential
	Confidence using Microsoft 365, including Teams, Outlook as well as Excel	Desirable
	Experience using accounting software eg Xero, Sage	Desirable
	Self direction: Ability to take ownership of work and adapt to shifting priorities	Essential
	Excellent time management and organisational skills	Essential
	Ability to work independently as well as part of a team	Essential
Attitudes	Comfortable with multi-tasking and prioritising competing demands	Essential
	Committed to inclusion, equality and diversity	Essential
	Passionate about making a positive impact in the charity sector	Essential

Kyra is committed to promote proactively a culture of equality, diversity and inclusion both as an employer and as a provider of charitable services to our members. As an equal opportunities employer, we invite you to contact us if you need reasonable adjustments for any part of the recruitment process.

Kyra Women's Project

October 2024