SHAKTI WOMEN'S AID

Job Description and Person Specification

POST TITLE	Assistant Finance Worker/Supporting Migrant Women Fund Coordinator
CONTRACT TYPE	Fixed term to 31st March 2027 (Possibility of extension until 31st March 2028)
HOURS	Full time - 35 Hours Per Week (Occasional evenings / weekends)
SALARY	£27,824 per annum + 10% pension
PLACE OF WORK	Edinburgh (In Person)
RESPONSIBLE TO	CEO Through Operational Manager and Senior Finance Worker
CLOSING DATE	29 June 2026 (9am)

This post is subject to police check disclosures.

This is a full-time post compromising of two roles (21 hours per week Assistant Finance Worker and 14hrs per week Supporting Migrant Women (SMV) Fund Coordinator; based in Edinburgh.

Assistant finance worker post:
Annual Salary: £17,100 pro rata (£28,500 per annum - for 21hrs per week) + 10% pension
Contract: Fixed term contract till 2027 (possibility of extension until March 2028)

SMV budget coordinator:
Annual Salary: £10,724 pro rata (£26,810 per annum - for 14hrs per week) + 10% pension
Contract: Fixed term contract till March 2027 (possibility of extension until March 2028)

Created on 08/07/2021
Revised on 25/08/2023
Revised on 29/05/2026

Organisation profile:

Shakti Women's Aid is a feminist voluntary organisation which provides information, emotional/ practical support, and refuge/ temporary accommodation to all black minority ethnic women and their children who are experiencing or fleeing domestic abuse.

Shakti is seeking to recruit an experienced Assistant Finance Worker with relevant accounting qualifications. Reporting to the, Finance Worker your role will involve ensuring the day-to-day finance and accounts tasks are carried out effectively. You will ensure that by supporting the Finance Worker all financial reports for our funders are submitted accurately and on time and that the Shakti Board of Directors are furnished with quarterly management accounts, cash flows, and annual budget to enable them to govern effectively. You will provide sound and accurate financial support to the-Finance Worker on a regular basis. You will also be an active member of Shakti's team of over 25 staff.

Purpose of the Post

- Assist and support the Finance Worker to produce financial reports for our funders and the Board of Directors **,** help prepare for annual audit; help prepare monthly salaries, input into Shakti's Software Package (SAGE 50 Accounts), carry out day to day finance duties.

MAIN RESPONSIBILITIES

Purchase / Sales Ledger:

- Prepare & process supplier payments electronically and pass to relevant person for authorisation
- Pay supplier invoices electronically
- Coding of invoices/credit notes/staff expenses to Sage 50 Accounts
- Record and post supplier invoice payments to purchase and sales ledger to Sage 50 Accounts
- Issue of remittance advice to suppliers
- File all invoices/credit notes/supplier statements
- Reconciliation of supplier statements

Bank:

- Posting of bank receipts accurately (housing benefit, donations, grants)
- Posting of bank payments accurately
- Monthly bank reconciliation

Salaries:

- Assist the Finance Worker in preparing monthly payroll information and liaise with external payroll providers in a timely manner
- Check information received from payroll providers prior to payroll being authorised
- Prepare monthly salary journal using Microsoft Excel
- Import monthly salary journal to Sage 50 Accounts ~~Plus~~

Other:

- Assist the Finance Worker with recording and reconciliation of office petty cash
- Assist with other finance/admin team tasks, such as answering the phone, dealing with email enquiries, incoming/outgoing mail and greeting visitors, as and when required
- Help identify opportunities for the organisation to operate as cost effectively as possible including researching options for cost savings etc.
- Participate in regular supervision meetings and annual appraisals with your Team Leader, to monitor progress, set objectives and identify any training or development needs
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice
- All other duties commensurate with the role and salary scale

Supporting Migrant Women

Purpose of this role is to assess SMV applications for their eligibility and arrange the payments:

- Review and prioritise SMV applications from both internal teams and external organisations, ensuring timely processing.
- Review application forms and work closely with caseworkers to assess and understand client's financial needs.
- Proactively engage with external organisations to secure SMV support for clients with NRPF status.
- Gather client feedback using established SMV feedback forms.
- Monitor SMV applications and manage the allocated budget effectively.
- Maintain accurate records of all clients supported through SMV for reporting and statistical purposes.
- Ensure all case files and records are maintained to a high standard using the Shakti recording system, including managing referrals.
- Collaborate regularly with the Project Manager to support the smooth delivery of the SMV project.

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- Attend regular partnership meetings alongside the Project Manager.
- Prepare and submit reports to SMV partners in a timely manner.
- Signpost clients to appropriate caseworkers when additional support needs are identified.
- Provide information to support monitoring, evaluation, policy development, research, and training.
- Undertake additional duties as needed to ensure the effective operation of services, projects, and campaigns.

Supervision Received

The Assistant Finance Worker will be accountable to the Finance Worker and through her to the CEO and the Board of Directors. The Assistant Finance Worker will receive regular supervision from the finance Worker and/ or appointed worker.

The Supporting Migrant Women Fund Coordinator will be accountable to the Operational Manager and through her to the CEO and the Board of Directors. The Assistant Finance Worker will receive regular supervision from the Operational Manager and/ or appointed worker.

Confidentiality

Staff are expected to observe Shakti's Confidentiality Policy at all times

Office Support

Shakti has very limited administrative support and the Assistant Finance Worker will be expected to be administratively self-supporting.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS	
1	Relevant accounting qualifications
2	At least 1 years' experience of general accounting and reconciliation work to audit level
3	Effective use of IT and equipment, including sound knowledge of Sage 50 Accounts and Excel.
4	Experience of preparing and monitoring budgets.
5	Payroll experience.

6	Experience of working in the charity sector in a financial role.
7	Proven ability in planning, prioritising, and organising tasks and activities, and time management of self and within a team.
8	Honesty, Integrity, conscientiousness, and commitment to accuracy.
9	A high standard of communication skills, including questioning and active listening.
10	Demonstrate attention to detail
11	A commitment to quality and experience of implementing standards and procedures according to regulatory requirements.
12	Ability to take initiative, problem-solve, and make decisions.
13	Able to work effectively under pressure and to tight deadlines
14	Sensitivity to the needs of Women's Aid service users.

DESIRABLE REQUIREMENTS	
1	Experience of reviewing, monitoring, and improving financial systems.
2	An understanding of domestic abuse and associated issues.

What we offer

We offer a great benefits package to our employees which includes:

-flexible working hours (where appropriate)
-10% pension
-25 days paid holidays and 10 days public holidays a year – pro rata for part time staff.
-maternity/paternity leave
-adoption leave

Health and Welfare

We offer you access to:
Employee Assistance Program (Peninsula) – for confidential advice and counselling
occupational sick pay

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