

FINANCE AND HR ADMINISTRATOR

Recruitment Pack

November 2023



Job Advert



Job Title: Finance and HR Administrator
Responsible to: Operations Manager
Salary: £ 11.12 per hour employed by *Survive* or
£16.00 per hour self-employed
Contract: Permanent
Hours: 7 hours per week, to be worked flexibly across the
month
This role could be combined with the Executive Assistant role
Location: York/Hybrid

This new role will support the Operations Manager with the financial administration of the charity, entering income and expenditure onto Sage and completing bank reconciliations.

On the HR side you will be involved in all aspects of recruitment, helping to prepare inductions and arranging training.



About *Survive*



Survive helps survivors of rape, sexual assault or child sexual abuse rebuild their lives, relationships and reach their potential by delivering specialist services.

Survive was started in York in 1990 by a group of women who wanted to help women survivors of child sexual abuse find ways to heal through their shared histories of child sexual abuse.

Over three decades later and *Survive* now offers 1-1 support work, counselling and trauma therapy in York, across North Yorkshire and in the East Riding of Yorkshire to **any adult survivor** of any sexual violence including rape, sexual assault or child sexual abuse. *Survive* also operates a helpline for those affected directly or indirectly by sexual violence and has a small library of self-help books covering a range of subjects – from inspirational survivor stories and coping with the impact of sexual trauma to recognising and managing mental health conditions such as anxiety and depression.

Our values of being **Inclusive and Enabling**, offering **Hope** and showing **Integrity** and **Courageous Advocacy** underpin everything we do.

Survive is a great place to work!



For Survive-employed roles, we offer:

- a comprehensive induction
- all the equipment you need to carry out your role
- flexible working
- CPD and training to help you in your role
- health and wellbeing benefits package
- regular team activity opportunities
- 5% pension contribution

Survive pays at least the Real Living Wage to all employees and contractors (salary uplifts to meet the RLW are applied in April each year).

Survive is a Disability Confident committed employer

What our staff and volunteers have to say:



- ❖ *Survive* has a great working environment and supportive team
- ❖ *Survive* has been the most supportive working environment I have had in a very long time - and I am thankful to have found such a lovely organisation to work for
- ❖ *Survive* is a lovely place to work and we provide a valuable service to people who need it
- ❖ I feel I am trusted and supported, I have access to all the support I need to achieve the high standard of work *Survive* gives across North Yorkshire

Quotes taken from the *Survive Work and Wellbeing Survey 2023*

Job Description



Outline of main duties

Finance - *We use Sage*

- Send updates for the monthly payroll to our outsourced payroll provider
- Enter all income and expenditure onto Sage and record transactions against projects and funding streams
- Complete a monthly bank reconciliation
- Process all supplier invoices and set up new suppliers
- Attend bi-monthly Finance and Resources sub committee meetings

HR - *We use Breathe HR*

- Be the main point of contact for recruitment enquiries
- Place job adverts, receive job applications and process them for shortlisting
- Arrange interviews, book rooms or create Zoom links
- Obtain references, DBS checks and police vetting
- Set up new starters on Survive systems and prepare induction materials
- Monitor Breathe HR for expiring DBS checks, vetting and mandatory training and arranging for updates
- Process training requests and booking training
- Arrange team training days
- Administer the Survive health benefits scheme
- Attend bi-monthly People sub committee meetings

Person Specification



Knowledge and experience

- Previous experience of working in an accounts role
- Experience of using Sage or another accounting software package
- Experience of using Microsoft Office especially Excel, Word and Outlook
- Experience of HR administration and procedures
- Understanding of GDPR legislation, confidentiality and inclusion

Skills

- Good standard of verbal and written English
- Accuracy and attention to detail
- Good communications skills
- Able to manage your own workload and meet timescales

Person Specification



Personal

- An interest in the work that *Survive* does to support survivors of sexual trauma
- A commitment to uphold and work towards *Survive's* values
- An interest in continuing your personal development and learning

Application Process



Successful candidates will need to undergo DBS checks (costs covered by *Survive*).

Survive is pleased to be a Disability Confident committed employer:

- challenging attitudes towards disability
- increasing understanding of disability
- removing barriers to disabled people and those with long-term health conditions
- ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations

Survive is committed to building a team that represents a variety of backgrounds, perspectives and skills, as the more inclusive we are, the more we can provide a better service to our clients. *Survive* welcomes applications from those who have been subjected to sexual violence, those who have been indirectly affected by sexual violence and from people in recovery; people of colour, people from the global majority; disabled people; and people from the LGBTQIA+ community.

Application Process



To apply – please send your CV and a covering letter explaining how you meet the person specification and have the experience and skills listed in the job description. Email to recruitment@survive-northyorks.org.uk

If you would like our application pack in another format or wish to discuss how we would make adjustments for you to take on this role, please contact recruitment@survive-northyorks.org.uk or call Jane on 07597023450.

Applications to be received by 9am on Monday 27th November 2023. Interviews will be held online or in person in York