FINANCE AND PEOPLE MANAGER

Recruitment Pack

August 2025

SURVIVE

Job Advert

Job Title: Finance and People Manager
Responsible to: CEO
Salary: £ 34,729.50 per annum (pro rata)
Contract: Permanent
Hours: 15 hours per week
Tuesdays are a core day for this role
Location: Hybrid - York / remote
To work in the York office at least one day per week
Vetting: In addition to DBS checks, successful candidates will need to undergo additional vetting for this role which requires them to have been resident in the UK for the last three years.

This role is part of the Senior Management Team working to deliver the current strategy. You will be liaising across teams to continuously improve working processes, practices and procedures at *Survive.*

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 **trustworthy** and **inclusive** and promoting **hope**, **personal growth**, and **courageous advocacy** underpin everything we do.

Survive is a great place to work!

We offer:

- a comprehensive induction
- all the equipment you need to carry out your role
- flexible working
- Individual training allowance and paid training leave to help you in your role
- health and wellbeing benefits package
- Long service additional holiday allowances
- 5% pension contribution

Survive is a Disability Confident employer

What our staff and volunteers have to say:

- *90% of our team feel that Survive promotes a happy, secure and stimulating environment where health and wellbeing are prioritised*
- *95% of our team feel that Survive provides a safe and inclusive working environment*
- *95% of our team think that Survive is a great place to work / volunteer*
- *Working for Survive enables me to offer a service which is fully in line with my personal values*
- *For a small charity, Survive works really hard to support its people*
- *I love working for Survive and feel supported both professionally and as a person*

Quotes and statistics taken from the *Survive Work and Wellbeing Survey 2025*

Job Description

Outline of main duties

Finance

- Provide effective oversight of the day-to-day banking, invoicing, expenses and supplier payments on Sage accounting software.
- Prepare and present timely and accurate financial data for the Finance and Resources Sub Committee and the Board including management accounts, cashflow monitoring, expenditure by funder, variance reporting against budget lines and live forecasts.
- Mange fund accounting including restricted, unrestricted and designated funds and comply with external funders' requirements.
- Contribute to Finance and Resources Sub Committee meetings and provide advice on financial forecasts, budget planning, policy development, reserves and investments.
- Develop an annual budget for the year ahead and assist the Fundraising Sub Committee to produce budgets for grant proposals and scenario planning.
- Prepare *Survive's* accounts for independent examination by the appointed Accountants and hold administrative responsibility for the successful completion of the annual financial statements and the annual report, and the timely submission to the Charity Commission and Companies House.
- Administer the payroll for *Survive* employees, liaising with the outsourced payroll provider. Make the relevant payments to HMRC including the annual P11D amount. Administer the *Survive* pension scheme and ensure the correct contributions are paid each month.
- Produce financial monitoring KPIs, statistics and reports for grant applications, funders, Board of Trustees and other organisational and strategic planning as required
- Line manage and develop the Finance and People Administrator.

Job Description

People

•Deliver the People strand of *Survive's* strategy and chair People Sub Committee meetings, maintain and develop People policies and procedures.
•Provide training on *Survive's* People policies to the management team to ensure consistency and understanding.
•Provide support for all HR queries including applying policies appropriately.
•Manage staff benefits, calculating entitlements, enrolling onto schemes and answering queries.
•Provide information on the *Survive* pension scheme to staff and enrolling them into the scheme as appropriate.
•Source training courses as required and oversee management of *Survive's* e-learning accounts. Co-ordinate team training days and ad-hoc training sessions.
•Contribute to the monthly internal newsletter to keep the whole team informed about internal and external news, training opportunities and resources.

- Co-ordinate the annual health and wellbeing survey, and lead on making improvements following inputs and suggestions from the *Survive* team.
- Oversee maintenance of HR system (HR Breathe) and ensure that data is accurate, complete and up to date.
- Maintain existing and work towards gaining new accreditations such as Disability Confident.
- Support hiring managers with the recruitment process including placing adverts, receiving and anonymising applications, arranging interviews. Be part of the shortlisting and or interviewing panels as required.
- Prepare and deliver organisational inductions to all new employees and volunteers.
- Maintain and oversee efficient HR administration for the joiners and leavers processes.
- Monitor the data that *Survive* holds for staff, volunteers and trustees in order to comply with organisational policy and UK GDPR.

Person Specification

Qualifications
•Qualified by experience or hold a professional accounting qualification. HR qualification preferable.

Experience, knowledge and skills
•Understanding of financial and HR systems (we use Sage and Breathe HR) and Microsoft Office packages.
•Understanding of charity finance including reporting on restricted income and expenditure and managing reserves.
•Experience of managing payroll and pension administration processes.
•Knowledge of GDPR and data management, able to handle sensitive and confidential information.
•Working knowledge of UK employment law and best practice.
•Experience of working within a management team, and reporting to Trustees.
•Experience of presenting financial information to a variety of audiences.

•**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 including active promotion of equal opportunities, diversity and inclusive practices.
•Able to work independently and prioritise work effectively to meet demanding deadlines.
•Able to build good working relationships across a whole team.
•Excellent listening skills; written and verbal communication skills.
•A flexible approach to work and problem solving and 'can do' attitude to get things done.
•An interest in continuing your own personal development and learning.

Application Process

Successful candidates will need to undergo DBS checks and additional vetting for this role which requires them to have been resident in the UK for the last three years. (costs covered by *Survive)*.

Survive is pleased to be a Disability Confident 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 or apply on **Charityjob.co.uk**

We are happy to answer any questions about the role, please email recruitment@survive-northyorks.org.uk or call Jane, Finance and People Manager on 07597 023450

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 07597 023450

Applications to be received by 9am on Monday 8th September 2025.

The start date for this role is 1st December 2025.