

ROLE: Finance Officer
HOURS: 14 hrs per week (0.4 FTE)
with additional hours required for year end and one-off projects
SALARY: £30,000-£32,000 FTE, actual salary £12,000-£12,800
TERM: Permanent
LOCATION: Office based in Millbrook, Southampton, with the potential for some remote working.

If you're an experienced finance professional who wants to use their skills to make a positive difference to people in Southampton, we'd love to hear from you!

We are seeking a part-time Finance Officer to join our small, dedicated team in Millbrook. The Finance Officer will oversee the day-to-day financial processes of the charity, ensuring accurate financial record-keeping, assisting with grant applications, and providing financial information to the Board of Trustees.

The role will be responsible to the CEO, with no line management responsibilities.

KEY RESPONSIBILITIES:

- Maintain accurate financial records and produce monthly management accounts for the Board of Trustees.
- Handle payroll and pension processes.
- Manage donor lists and gift aid claims.
- Prepare year end statutory accounts and assist with budgeting.
- Support grant applications and reporting.

KEY REQUIREMENTS:

- Experience maintaining financial records and producing management information for a small to medium-sized charity.
- Familiarity with accounting software and strong skills in Microsoft 365 (Excel) and Google Sheets.
- Knowledge of fund accounting.
- Recognised accounting/bookkeeping qualification, or working towards one.
- Ability to handle confidential and sensitive information.

We are actively interviewing for this post.

An application pack, including full job description and person specification, can be downloaded from our [website](#). Alternatively, please contact the SCM office on 023 8055 0435 or e-mail adminteam@southamptoncitymission.co.uk

SCM is committed to equal opportunities and safer recruitment and the post will be subject to a DBS check. Applicants must have the right to work in the UK. Please let us know if reasonable adjustments would be required to enable you to take part in the selection process.

About us...

Southampton City Mission is an independent, non-denominational Christian charity working with all "flavours" of the Christian Church. We aim to "equip the Church to serve the City", looking for ways to enable Christians to bless their communities and share the good news of Jesus in word and action. Currently we oversee three main projects; SCM Basics Bank - emergency food and clothing banks; SCM Schools – supporting schools in their delivery of the Christian elements of R.E.; and SCM Marketplace – supporting individuals in community food membership clubs. We operate with a small staff team and a much larger team of volunteers.

For further information regarding the work of Southampton City Mission, please refer to our website www.southamptoncitymission.co.uk