



## **BRADFORD WOMENS AID**

Bradford Womens Aid was set up by feminist activists in 1985 to provide refuge and support services for women experiencing domestic abuse. It is both a charitable organisation and a limited company. Bradford Womens Aid has changed and developed over the years and today is comprised of refuge, outreach and resettlement services providing assistance to over 500 women and children each year.

Bradford Womens Aid is governed by a voluntary management committee who employ a manager to have responsibility for the management of the organisation and team leaders who have responsibility for the day to day management of each of the services. The management ethos of the organisation is consultative but also directive.

### **JOB DESCRIPTION for FINANCE WORKER post**

The following information is designed to help staff to understand and appreciate their role at Bradford Womens Aid. However the following points should be noted:-

Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore are included in this job description.

Staff should not refuse to undertake work which is not specified here, but should record any additional duties they are required to perform and bring them to the notice of the manager.

#### **1. Prime Objectives of the Post**

To be responsible for the provision of complete and accurate financial accounting and recording services for Bradford Womens Aid and to liaise with the manager on all aspects of funding and finance at Bradford Womens Aid.

#### **2. Monitoring Responsibilities**

To check the financial recordings carried out by the staff throughout Bradford Womens Aid and to ensure that systems and processes are carried out consistently and accurately and to highlight any irregularities with the manager as necessary.

#### **3. Supervision and Guidance**

The post holder is supervised and directly responsible to the manager.

#### **4. Range of Duties**

- 4.1. To be responsible for the accurate completion of book keeping and accounts of Bradford Womens Aid and for the smooth running of day to day financial systems.
- 4.2. To check regularly, maintain and record all banking transactions, income and expenditure, financial recording systems (i.e. rents, petty cash) operated by Bradford Womens Aid, both manually and on computer as agreed.
- 4.3. To check regularly housing benefit and ineligible charges income to Bradford Womens Aid, draw other staff's attention to errors and outstanding matters and ensure that all records relating to such income are accurate and updated at agreed periods.
- 4.4. To be responsible for accounting for rent and service charges from refuge service users and for monitoring service charge arrears.
- 4.5. To be responsible for setting the annual rents at the refuge, for agreeing this rent with Housing Benefit and for informing the service users of the annual rent increase.
- 4.6. To take responsibility for day to day banking and bank reconciliation, including cheques, payments and withdrawals, cash flow forecasting in order to ensure that there is sufficient money in the accounts to meet the obligations of Bradford Womens Aid.
- 4.7. To liaise with the payroll department (currently RSM Tenon Ltd.) to ensure that accurate information is given re changes to staff details, on call payments, sickness etc is given to ensure effective processing of wages.

#### **Quarterly/Monthly Duties**

- 4.8. To be responsible for setting budgets in agreement with the manager to be agreed by the treasurer and the finance sub group, to continually monitor budgets for all funding streams and to provide quarterly budgets.
- 4.9. To attend regular monthly finance meetings with the manager and attend quarterly finance sub groups (in the evenings) with the manager, the treasurer and other management committee members.
- 4.10. To produce quarter end draft management accounts for each restricted fund and to ensure other financial quarter end and year end procedures are carried out. To produce quarter end and year end financial reports of all accounts and restricted funds throughout Bradford Womens Aid.
- 4.11. To provide all other financial reports as required including reports to funding bodies and all financial information required by the auditors for the annual accounts audit.

4.12. To work in accordance with the financial controls policy and procedure and contribute to the development and updating of this policy and procedure through discussion with the Manager.

4.13. To undertake such other duties commensurate with the responsibilities of the post as may from time to time be agreed with the manager.

**5. Responsibility for Assets, materials etc.**

5.1. Within the post holders area of responsibility to be responsible for the safe keeping of materials and equipment owned by the project, for donations and for cash involved within Bradford Womens Aid.

5.2. Not to disclose any information relating to the project or its clients to unauthorised persons without prior consent from the manager, staff team and client.