



JOIN US

**AND HELP KEEP CHILDREN
SAFE IN THE UK, INDIA
AND EAST AFRICA**

CHARITY FINANCE ASSISTANT

RECRUITMENT PACK

RAILWAY
children
Fighting for street children



WE BELIEVE IN A WORLD WHERE EVERY CHILD CAN THRIVE, NOT JUST SURVIVE

At Railway Children, we fight for vulnerable children found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

Every day we fight to change their story.

VULNERABLE CHILDREN ARE ABUSED, PIMPED, BEATEN, SOLD AND TRAFFICKED

Abusers know exactly where to find them and how to lure them in. Once in their hands, most street children are lost forever. We're there to reach them first.

With projects in the UK, India and East Africa, we aim to reach these children as soon as they are in danger and intervene before an abuser can.

Our pioneering work enables us to get to children before the streets get to them.



WE MAKE SURE CHILDREN ARE SAFE, AND KEEP THEM SAFE FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We seek to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR THE CHILDREN THAT NEED US

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

CHARITY FINANCE ASSISTANT

Salary:	£21,500
Hours:	37.5 hours
Location:	Sandbach with possibility of limited home working
Responsible to:	Finance Manager

JOB PURPOSE

To assist the Finance Manager with processing income and maintaining the supporter database to enable good communication with our donors. Be a welcoming first point of contact for visits, phone calls and emails to the main office, answering these or referring to colleagues as required.

KEY RESPONSIBILITIES

FINANCE AND CUSTOMER RELATIONSHIP MANAGEMENT SYSTEMS

Work with the Finance manager to:

PROCESS ALL CHARITY INCOME, MAINTAIN THE CUSTOMER DATABASE AND ENSURE A SAFE OFFICE WORKING ENVIRONMENT

- Downloading finance reports from multiple fundraising platforms
- Formatting finance reports, using Excel, to be imported or directly processed onto Donorflex
- Identify and process income received directly in the charity bank account onto Donorflex
- Identify and process income received in the post onto Donorflex
- Bank at the local Nat West branch, cash and cheque income received in the office
- Ongoing additional support for finance and data processing in seasonal and busy periods e.g Christmas card orders, large scale events and campaigns with increased daily donations
- Process donations in line with fulfilment brief requirements provided for, Campaigns, Events and sending the appropriate thank you response.
- Regularly liaise with the Fundraising Department for knowledge on upcoming activity and events
- Create and maintain supporter records held on the database (Donorflex) in line with GDPR including, Gift Aid status, communication preferences & consent and communication exchanges.

DEPARTMENTAL DUTIES:

- Provide a reception service for office visitors
- Inbound post distribution
- Franking outbound post and taking to the local post office
- Review and action emails in the generic organisational inbox
- Maintain kitchen and stationery supplies
- Assist in maintaining a safe office working environment
- Filing of finance paperwork
- Assist in annual external audit preparation

GENERAL DUTIES

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

EXPERIENCE

- Experience of finance and admin work – at least three years' experience in a support role.

EDUCATION/QUALIFICATIONS

- A good standard of general education and/or training.

KNOWLEDGE AND SKILLS

- Proficient in Office 365 – Word and Outlook.
- Proficient in Basic IT skills.
- Strong Excel skills (data sorting, basic lookups, pivottables etc).
- Excellent data inputting skills, must be accurate.
- CRM database experience – Donorflex (desirable, but training can be given).
- Practical approach to problem solving.
- Effective at time management and prioritising.
- Flexible approach to working.

APTITUDE

- Ability to multi-task whilst maintaining a high level of accuracy.
- Ability to solve problems and make decisions whilst working independently.
- Excellent telephone manner with an ability to empathise with our supporters and effectively communicate our work to them in conversation.
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness in all activities.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



A GREAT PLACE TO WORK.

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

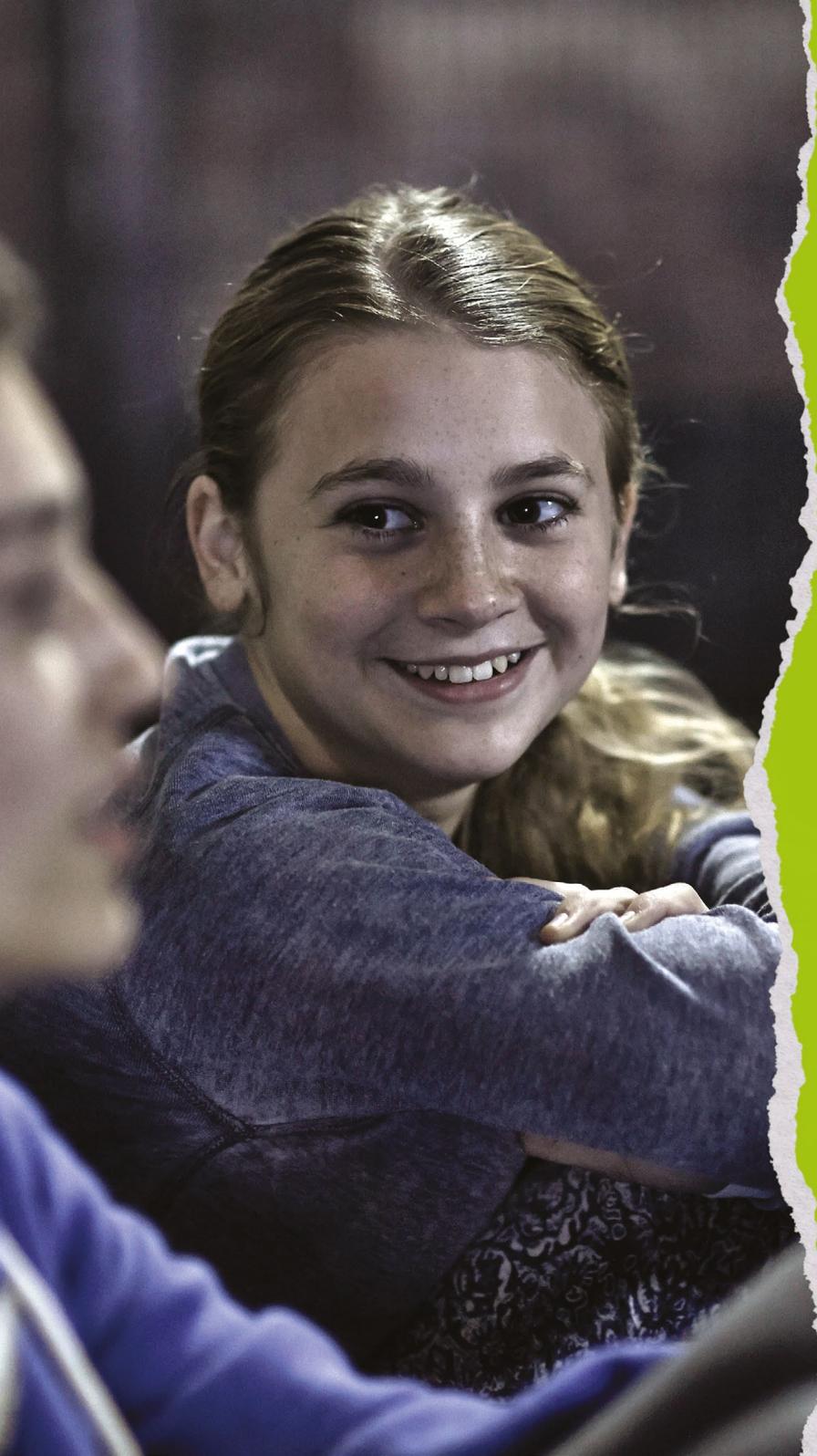
We offer a pension contribution of 6% of annual salary.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form at www.railwaychildren.org.uk/jobs and return it to jobs@railwaychildren.org.uk. Please note that Railway Children will only accept applications made using this application form and will not accept CVs.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including criminal records check.

Closing date: Sunday 5th June 2022

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.

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