

Harvey Girls is a registered charity covering East Staffordshire. We offer support to families with a 0-19 year old child and specialise in support for young parents.

East Staffordshire Family Support Service (Harvey Girls & Dads4Dads) require a

FINANCE & HR LEAD – 22.5 hours per week
Salary: £34,018.43 - £36,739.90 FTE per annum plus contributory pension
Pro-rata for part time hours

Permanent contract dependent upon future funding

East Staffordshire Family Support Service incorporating Harvey Girls and Dads4Dads is seen as the leading provider for family support within East Staffordshire, especially for young parents.

The charity has always been about supporting and making a difference to the lives of families and children.

In our 20th anniversary year this exciting opportunity has arisen to further strengthen our team and we are seeking the right candidate to join our leadership structure to help support the charity with its continuing development.

Working closely with the CEO and as part of the Senior Leadership Team, this role provides an exciting opportunity to join our dedicated team who are the heartbeat of the charity, working hard to achieve the best outcomes for the families we support.

The right candidate will bring both financial and an element of HR acumen to the role along with good leadership skills.

We are looking for applicants who have experience in a finance role and possess a proactive and 'can do' attitude together with a friendly, non-judgmental approach.

Applicants should have the passion and drive to competently fulfil both the financial and HR requirements of this position.

We are looking for individuals who have excellent communication and interpersonal skills, together with strong leadership and the drive to make things happen.

So, if you are someone with enthusiasm, a real passion for the charity's objectives and a desire to make a difference to people's lives you are encouraged to apply.

The role will include:

- Preparation and management of financial budgets
- Responsibility for payment of invoices, staff salaries and expenses
- Administration and monthly reconciliation of accounts using SAGE / Xero accountancy software
- Preparation of financial reports for Funders, Trustee Board and CEO
- Responsibility for overseeing all Finance & HR related Governance matters
- Manage all aspects of recruitment
- Lead on all aspects of internal HR requirements in conjunction with our external professional support
- Involvement in long term planning and development of the charity as part of the Senior Leadership Team

The hours of work are 22 ½ hours a week based in Burton on Trent. Occasional flexible working may be required to include some evening and weekend work, where necessary.

Applicants must have use of their own car at all times, for which expenses are paid.

A Disclosure and Barring Service check and references will be required.

You are also welcome to contact **Jane Wall, Finance & HR Lead on 07584 010531** for an informal discussion about this role.

Please note: Jane's working hours are Tuesday, Wednesday and Thursday 9.30am – 5.30pm

For an application pack, contact 01283 533449 or email support@harveygirls.co.uk or visit our website: eaststaffordshirefamilysupport.co.uk/jobs

Closing Date: Midday, Monday, 18th March 2024
Interview Date: To be advised

Harvey Girls, East Staffordshire Family Support Service and Dads4Dads are committed to a policy of equality, diversity and inclusion.

Harvey Girls Registered Charity No. 1142555