



POST: *Finance Officer*

LOCATION: *London/Birmingham*

SALARY: *£28,000- £30,000 FTE depending on experience*

HOURS: *Part time, permanent, 15hrs to 22.5 hours per week*

Reports to: *Assistant Accountant*

Direct Reports: *N/A*

About Resources for Autism (RfA)

Since 1997 when we started as a small playgroup set up by parents dismayed at the lack of provision for their autistic children, Resources for Autism (RfA) has grown into a major deliverer of services and support in London and the West Midlands with a turnover of around £2.5m per year. Our mission is to support and enable autistic people to live happy and fulfilling lives. We want to change society's attitude to autism whilst also providing essential services and enriching opportunities to autistic people. We are a values-driven organisation which employs values-driven people who want to make a difference. Our values are: Inclusion, Creativity, Compassion, Courageousness and Expert. You will play a vital part in ensuring that we can resource and sustain this amazing work.

Our Services

All of our services across children and adults and parent/carers, mirror the wider organisational mission of providing safe, fun and meaningful support that enables personal development. We provide this support by ensuring our staff are skilfully trained, meet the highest safeguarding expectations and are encouraged to develop and upskill throughout their career with Resources for Autism.

The Role

Main Responsibilities:

- Record and code all transactions from the bank to QuickBooks(QBKS)
- Reconcile all bank accounts daily
- Record purchase invoices and expenses receipts and save in QBKS
- Pay all approved invoices/expenses twice a month
- Raising sales/fees invoices using Registers including for contractual fees and parental or other fees
- Record and reconcile credit card payments on QBKS

- Manage MYRFA app support and produce monthly hourly payroll reports to be reviewed by Payroll administrator
- Uphold and adhere to the values of RfA at all time
- Ensure there is always compliance with RfA's safeguarding policies and procedures
- All staff are expected to promote equality in the workplace and in our services
- Undertake any other duties asked of you that are commensurate with your grade

Person Specification

Skills and experience	Essential	Desirable
<i>Minimum 2 years' experience in Finance role</i>	x	
<i>Experience of Accounting packages</i>	x	
<i>Experience of Using Quick Books</i>		x
<i>Part qualified of a recognised accountancy body</i>		x
<i>Has good hands-on experience in Finance</i>	x	
<i>Skills in creating and developing solutions- A can do attitude</i>	x	
<i>Ability to work independent when necessary</i>	x	
<i>An understanding of finance processes and able to communicate to non-finance colleagues</i>	x	
<i>Confident in other software excel</i>	x	
Standard skills expected of all staff		
Excellent communication skills (written and verbal) adaptable to different populations including colleagues, external professionals, service users, families, volunteers, donors	X	
Strong organisational and prioritisation skills	X	
Good understanding of Safeguarding	X	

IT skills: proficient with Office 365	X	
Self-starter and able to work independently, using own initiative	X	
Non-judgemental, compassionate	X	

Confidentiality

You will have access to confidential information concerning families and other service users and will be required to maintain confidentiality at all times.

Staff Benefits

90% of our staff say that Resources for Autism is “a great place to work”.

Not only will the work you do ensure we are making vital differences and inspiring others, but our other benefits also include:

- flexible working patterns with the option to work in a hybrid way (only available for some roles)
- 25 days of leave (pro rata for part time roles) each year plus 8 bank holidays and an additional 3 Celebration days that could be used between Christmas and new year, but may be used for other religious days or significant days such as your birthday
- access to ongoing training and progress in the areas that interest you
- access to our wellbeing initiatives and an Employee Assistance Programme
- enrolment on to our pension scheme
- a supportive, warm and fun working environment made up of values driven people who are passionate about changing the world for autistic people

Application process:

In order that we adhere to Safer Recruitment processes, all applicants are required to complete an application form which must include your **full** employment history with clear details, any gaps in employment need to be outlined and explained. You are also required to provide details of your education history.

In your personal statement we would like to see how you feel you meet the person specification and the requirements/responsibilities of the role.

If for any reason, such as due to accessibility, you feel you would struggle to complete an application form you can contact us via the below email and we may explore other options with you.

To discuss the role informally or if you need to contact us you can contact the HR team via recruitment@resourcesforautism.org.uk

We particularly welcome applications from global majority candidates, LGBTQIA+ candidates and disabled candidates, because we would like to increase the representation of these groups at Resources for Autism. We want to do this because we know greater diversity will lead to even greater results for our community.

As you would expect, we are a neuro-affirming employer, with a strengths and rights based approach to neurodiversity which affirms neurodivergent identity – we don't want to "fix" or "cure" autism, and we don't see it as a "disability" however we do recognise it can be "disabling". We are working to improve the ways in which we recruit and support neurodiverse employees and those with lived experience of neurodiversity.

RfA is a Disability Confidant employer and candidates who meet the minimum essential criteria, that have a disability will be guaranteed an interview.

Deadline for applications: (13/3/26)

Interviews: week beginning (25/3/26)