

Recruitment Information Pack



Finance Officer

To apply:

Please apply by sending your CV (including current salary) and a supporting statement to ceo@rvs.org.uk Your statement should explain why you would like the role, what you will bring to the organisation and how your skills and experience reflect those specified.

Your statement should be no longer than two pages.

For more information, please see the Application Guidelines on our website.

We will be assessing applications as we receive them and interviewing on a rolling basis. We may therefore close the recruitment at any time, so we encourage you to submit your application as soon as possible.

Thank You!

Thank you for your interest in Rushmoor Voluntary Services (RVS). This pack should provide all the information you need. However, we may be able to be flexible on some aspects of the role so we would encourage you to contact our CEO, Donna Bone via ceo@rvs.org.uk if you would like to discuss the role or person specification in more detail.

The Role

RVS receives funding through a range of grants, contracts and direct payments for services resulting in a diverse range of funding streams. The Finance Officer will ensure the efficient financial management of RVS's accounts by correctly recording and accounting for all financial transactions and assisting senior staff in the day-to-day management of their individual budgets and financial queries.

Reporting to the CEO, this role will provide the financial function for the organisation, ensuring all tasks are completed within a timely and accurate manner and that confidentiality and GDPR requirements are followed.

You will work 14 hours per week, during traditional office hours.

The Benefits

As well as working in a long established and community focussed organisation, you will be based in a friendly office environment with free parking and excellent coffee!

We offer:

- A fixed-term 12 month contract. This may be extended by mutual agreement.
- A salary of circa £11,450 p.a. (£28,630, full-time equivalent), according to relevant experience.
- Auto enrolment in the company's defined contribution pension scheme. Individual contributions are flexible subject to statutory minimum and maximum limits; RVS contributions will be paid in accordance with policy.
- Mileage and out-of-pocket expenses undertaken on behalf of RVS, paid in accordance with the Inland Revenue mileage rates for business travel, i.e. 45p per mile for travel by car.
- 23 days paid annual leave, plus statutory days, pro-rata. Up to three of these days must be taken between Christmas and New Year when the office is closed, unless operational demands require you to work during this time and the three days will then be taken in January.
- An incrementally increasing period of sick pay in accordance with length of service.
- Free parking during working hours.

Job Description

Whilst the overarching aim of this role will remain, the specific responsibilities will be reviewed in line with the strategic development of the organisation.

Bookkeeping

This will involve, but is not exclusive to, the following:

- Entering bank receipts and payments, petty cash payments, sales invoices and purchase invoices into the nominal ledger, which uses Xero as its accounting package
- Assisting with the charity's internal accounts production.
- Processing of purchase ledger invoices and payments.
- Raising and processing of sales invoices and debtor control.
- Monthly Bank and Control Account reconciliations.
- Other duties commensurate with the post.

General

- Support good internal communications and a positive working environment,
- Maintain good working relations with key individuals and other organisations within the voluntary, statutory, public and business sectors active within Rushmoor,
- Promote equality and diversity in all undertakings,
- In all undertakings ensure compliance with RVS policies.
- Support RVS to be an environmentally responsible organisation when undertaking day-to-day duties.

About You

- You will have a professional approach, able to handle all matters professionally and confidentially.
- You will possess a positive, 'can do' manner, be approachable and respectful with excellent customer service skills.
- Be committed to complying with RVS policies and contractual specifications, in particular Safeguarding, GDPR, Confidentiality and Equality and Diversity.

Values and Aptitude

Essential

- Ability to develop good working relationships with stakeholders at all levels, in a range of organisations.
- Flexible approach and willingness to work as part of a team with ability to make positive contributions to benefit the whole organisation.
- Ability to work on own initiative, prioritise and meet deadlines.
- Very methodical and effective approach to work, with strong attention to detail, and good time management.
- Demonstrate an inclusive mind-set.
- Be open to change.

Desirable

- Proven interest in supporting the Rushmoor community.

Work Experience

Essential

- Previous experience of working in a similar role.
- Demonstrable understanding of the financial reporting requirements for a charity.

Desirable

- Experience of working in the charitable sector.

Education, Administration and Communication

Essential

- Recognised accounting qualification or AAT part qualified.
- Demonstrably able to communicate clearly and concisely, both orally and in writing.
- Sound experience of GDPR and all aspects of data compliance and governance.

IT Skills

Essential

- Excellent IT skills – Microsoft Office

Desirable

- Proficient in Xero
- Competent in 365, and SharePoint

About Us

Established as a registered charity in 1971, RVS are the Local Infrastructure Organisation (LIO) in Rushmoor. Our key role in the community is to champion volunteering and to support any voluntary or community group working in the Borough of Rushmoor. We do this by providing specialist advice and information services together with practical help, encouraging equal partnership between the not-for-profit, public and private sectors, and providing a voice for Rushmoor's Voluntary, Community & Social Enterprise (VCSE) sector.

We support our members by creating networks; our well attended quarterly Voluntary Sector Forum is testament to this. We provide support with volunteer recruitment and training, plus maintaining good practice.

We also provide support services to local residents, enabling them to remain independent. These include:

- Community Transport - which includes scheduled passenger services and a group-hire minibus scheme for Rushmoor & Hart.
- Home Help - providing shopping and light housework to frail, elderly and disabled people.

We work in close partnership with various organisations including our core funders, Rushmoor Borough Council.

RVS are founder members of the Community Infrastructure Partnership, an alliance of six organisations who work together to help Hampshire's charities, community groups and

social enterprises to succeed and flourish. We collaborate in a local cluster with Hart and Basingstoke LIOs.

Our Mission

To support the people of Rushmoor to play a full and active part in the life of the local community in partnership with the voluntary, statutory and business sectors.

Where we Work

The area we cover for our LIO services includes Aldershot and Farnborough, along the Blackwater Valley in the northeast corner of Hampshire.

Over 300 organisations and groups from this area are members of RVS.

Our office is within the Civic Offices alongside Rushmoor Borough Council and other key organisations supporting the community of Rushmoor.

Our Team

We began a period of significant change during 2019; our new Chief Executive Officer (CEO) and Community Development Manager (CDM) were appointed to replace their long-standing predecessors. In August 2019 we moved to our new office base within the Civic Offices which has enabled us to work closer with our key stakeholder, Rushmoor Borough Council. We recruited an Operations Manager in January 2021 to develop the independence services.

The current paid staff team comprises of various - mostly part-time - roles which are supported by a team of volunteers.

You have the opportunity to join us as we continue to evolve through a period of positive and progressive change.

Who's Who at RVS (Nov 2025)

