



## Finance Assistant

*£26,000 - £28,000 per annum pro rata, depending on experience*

*Hours: 7.5 -10 hours per week*

*Located at the CRY Office, Southampton*

### Role Summary

We are an international Christian children's charity committed to empowering children to rise beyond poverty through the leadership of local champions. As a growing charity, we are committed to ensuring our financial processes are robust and transparent, enabling us to maximise the impact of every donation and funding source.

We are seeking a diligent and detail-oriented Finance Assistant to support our Finance Manager with the day-to-day financial operations. The ideal candidate will have some bookkeeping experience, preferably using QuickBooks, and possess strong organisational and administrative skills.

This position would suit a self-motivated individual with excellent attention to detail and a genuine desire to contribute to a meaningful cause.

### Key Responsibilities

- Maintain accurate financial records
- Process and reconcile transactions
- Manage Gift Aid Records
- Assist with annual audits
- Working closely with the fundraising team to ensure proper allocation and tracking of funds using our database
- Helping to maintain compliance with financial regulations and charity accounting standards
- Provide general administrative support to the Finance Manager

### Knowledge, Skills and Experience

- Previous finance and bookkeeping experience with excellent numerical and analytical skills
- Ability to work as part of a team with minimal day-to-day supervision
- Good keyboard and IT skills: database, spreadsheet, word processing, email and Internet – including a good working knowledge of Google Workspace software.
- Strong understanding of financial processes, including reconciliations and budgeting
- A good level of written and verbal communication skills
- Ability to organise and keep track of multiple tasks
- The ability to respond quickly, clearly and work accurately under pressure
- Commitment to the mission and values of the charity

- Experience of working within a charity or non-profit organisation with knowledge of charity accounting principles (SORP) is an advantage
- AAT qualification or working towards a relevant finance qualification is desirable
- Ideally with a good level of proficiency in QuickBooks
- Understanding of the importance of good customer service

## **What We Offer**

- The opportunity to work for a meaningful cause in a supportive and collaborative environment
- Flexible working environment
- 22 days' holiday a year plus bank holidays (pro rata)
- A workplace pension scheme
- Free parking

## **How to Apply**

If you meet the requirements above and would like to join an organisation with a great purpose, please send a completed application form to [hr@cry.org.uk](mailto:hr@cry.org.uk).

The closing date for receipt of applications is midnight on **Friday 13th February 2026**. Applications must be sent in with a covering letter detailing why you believe you are a great fit for this role.

CRY values diversity and inclusion in all its employment practices and welcomes applications from anyone who meets the role and person specification requirements. Please note that we can only accept candidates who already have the right to work in the UK.