

Finance Administrator

Join the team





Who we are

Since 1988, Care for the Family has sought to promote strong family life and help those who face family difficulties.

We focus primarily on the following areas of family life: couple relationships, parenting and bereavement. Our aim is to be accessible to every family whatever their circumstances and to create resources and support that are preventative, evidence-based and easy to apply.

We are motivated by Christian compassion and love and are committed to supporting families of all faiths or none, with quality services and resources.



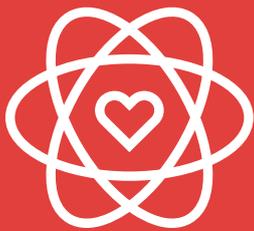
Our Mission

We exist to strengthen and support family life.



Our Vision

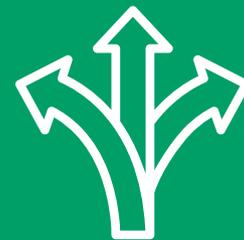
That all families will be able to find support during challenging times, and encouragement in the good times.



Our Values

We will seek to act:

- with generosity of spirit
- with vulnerability
- by honouring the least



Our Approach

The focus of our work is:

- with adults
- universally accessible
- evidence-based

Employment Ethos

Care for the Family is a Christian organisation and for some roles there is an occupational requirement for the post holder to be able to demonstrate a commitment to the Christian faith. If there is such a requirement it will be included in the job description. Where this is the case, prospective staff will be asked to confirm that they assent to our statement of faith, which is a summary of the Nicene Creed.

How our work helps

Each year, over



70,000

people

access Care for the Family services.



During 2024,



110

new facilitators

were trained who are now fully licensed and equipped to run the *Time Out for Parents* courses.

Several hundred parenting courses were run by licensed facilitators, reaching over



2,000

parents

across the UK.

Each year



50

single parent families

are given a week-long adventure holiday to strengthen their family.

Our teams produce over



100

resources

each year to support families whatever they are going through.

We reach over



16,000

people

a year through our live events all over the UK.

Through our befriending service



100s

of individuals

are supported each year, providing unique peer-to-peer support from trained befrienders.

Role Description

- Hours:** Full time (37 hours per week)
- Location:** Care for the Family, Tovey House, Newport, NP10 8BA
- Duration:** Permanent
- Reports to:** Finance Manager
- Salary:** £24,454 per annum
- Closing date:** 23 March (Interview dates are 26 and 27 March)

The successful candidate will join a busy and friendly Finance Team, providing the essential financial services that underpin the work of Care for the Family. While each team member holds core responsibilities, the team adopts a flexible and collaborative approach, with the opportunity to learn a variety of skills across the department.

The Finance Administrator will play a key role in ensuring the smooth and accurate processing of financial transactions, contributing to the reliability and integrity of the organisation's financial operations.

Key Responsibilities

- Process a wide range of financial transactions, including:
 - Cash and expense claims
 - Credit card transactions
 - Income batches
 - Requests for cash and event floats
 - Cheques, electronic transfers, and BACS payments
- Provide practical administrative and organisational support to the Finance Team.
- Maintain accurate financial records and ensure all documentation is processed in accordance with internal controls and deadlines.
- Assist in preparing financial information for internal use and external reporting as required.
- Support colleagues by providing cover for core tasks during absences or peaks in workload.





Additional Responsibilities

- Respond to queries from internal staff and external contacts in a timely and professional manner.
- Assist with filing, data entry, and general finance administration.
- Contribute to improving processes and identifying areas for increased efficiency.

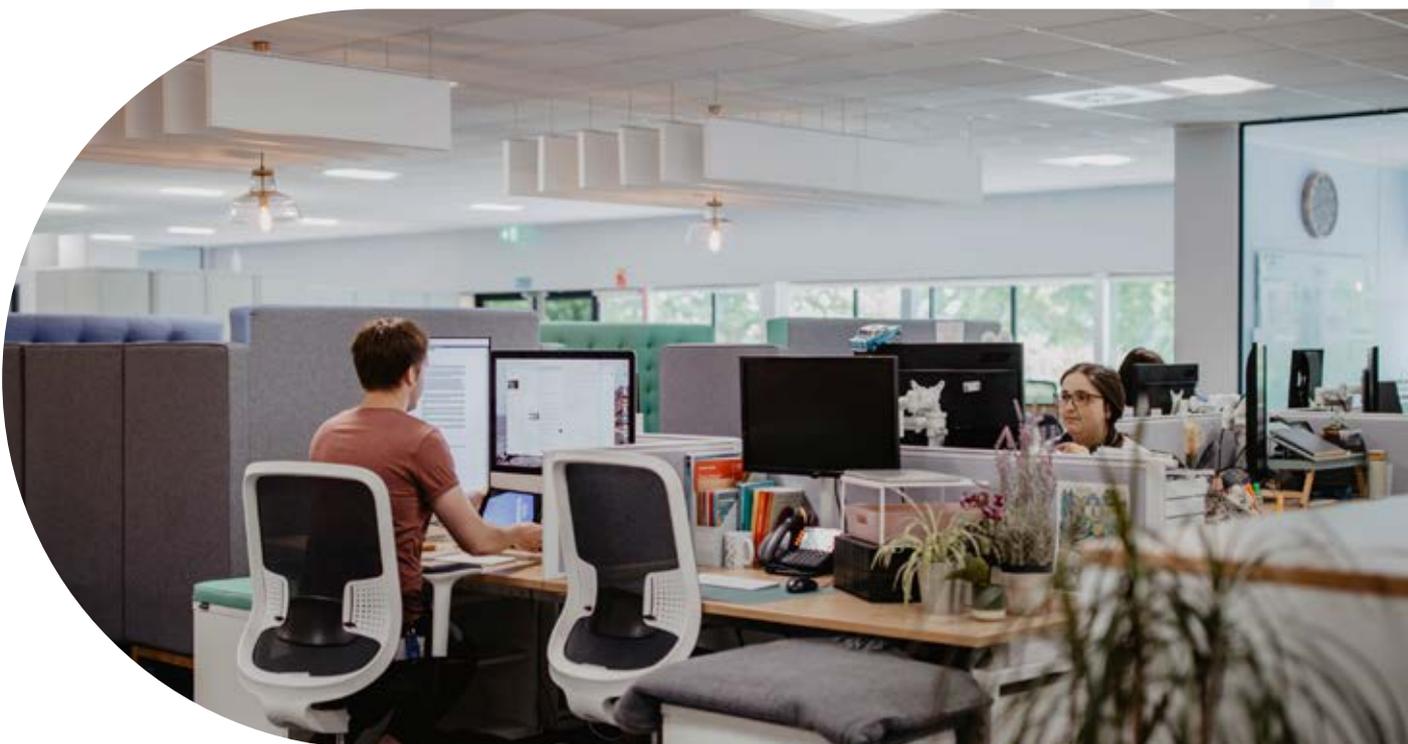
Person Specification

Essential

- Strong IT skills, with excellent proficiency in Microsoft Excel (e.g., formulas, data manipulation, spreadsheets).
- Highly organised and methodical approach to work, with excellent attention to detail.
- Ability to prioritise tasks effectively and meet deadlines.
- Proven problem solving skills and a proactive, can do attitude.
- Ability to work both independently and collaboratively as part of a team.

Desirable

- Experience using accounting software, preferably Sage 200.
- Familiarity with Microsoft Dynamics databases.
- Competence in Microsoft Word.
- Prior experience working in a finance or administrative role, ideally within a charity or similar environment.



Personal qualities

- Reliable, trustworthy, and committed to maintaining confidentiality.
- Strong communication and interpersonal skills.
- Positive and supportive team player, willing to assist others when required.
- Sympathetic to the values of Care for the Family.

Professional Development Opportunity

We are committed to supporting the growth and development of our team. For the right candidate, this role offers the opportunity to undertake formal finance training (such as AAT or an equivalent qualification), leading to potential progression and the expansion of your responsibilities. This makes the role ideal for someone who is eager to build a long term career in finance within a supportive and collaborative environment.

Important

Nobody is perfect! You don't need to have experience in every area listed. We'd love to hear from you if you possess a combination of some of these areas.

We want to reflect the diversity of the communities we serve. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK minority ethnic backgrounds and other under-represented groups.

Additional Notes

Although we are an organisation built upon a Christian ethos, we do not consider this role to be one which carries an occupational requirement for the post holder to be a practising Christian under the requirements outlined in Part 1 of Schedule 9 of the Equality Act 2010. However, due to the nature of the organisation and the integral part this role will play in administering the delivery of our ministry work, we would like someone who is comfortable working in a Christian context and working to support our Christian ethos.





Terms and conditions

- This is a full time salaried position
- The salary will be £24,454 per annum
- The standard working week is 9am–5pm Monday to Thursday and 9am–4.30pm Friday. This includes a half hour unpaid lunch break.
- If the hours worked exceed 37 hours in any particular week, the post-holder will be entitled to time-off-in-lieu in accordance with the organisation's guidelines.
- The position is offered subject to the satisfactory completion of a six month probationary period.
- Holiday entitlement is five weeks per annum, rising to six weeks after two years' continuous service, plus statutory holidays.
- CFF operates a group personal pension scheme and will contribute to an employee's plan, within the scheme, a monthly payment equivalent to 10% of their gross monthly salary once conditions for entry to the scheme have been met.



Want to know what life is like at Care for the Family?

Have a watch of our introductory video:



Life at Tovey House

Relationship is at the heart of everything that we do. For that reason, we place a high value on working together collaboratively in our Newport office. Just moments from the M4 and A48, Tovey House provides a purpose-built, comfortable, modern and welcoming environment.

We are just a few miles from Cardiff, and 45 minutes from Bristol. Tovey House underwent a complete renovation in 2019, creating an attractive office space with room for collaboration and hosting events. We have ample free parking, and a hotel, pub and coffee shop a 5-minute walk away.



Why work at Care for the Family?

- ✓ The knowledge that you are part of a team making a difference to family life in our nation, and beyond.
- ✓ 5 weeks annual leave (pro rata) rising to 6 weeks after 2 years' service, plus bank holidays.
- ✓ 10% non-contributory employer personal pension scheme.
- ✓ Security for your loved ones through company life insurance to the value of three times your annual salary.
- ✓ Family-friendly culture (the doors are locked at 6pm!) and policies including enhanced maternity pay.
- ✓ Secure, free parking for all employees - taking some of the stress and cost out of getting to work.
- ✓ Bottomless free tea and Fairtrade 'Kingdom Coffee' available all day.
- ✓ Prayer meetings twice weekly, as well as a dedicated prayer space in our Tovey House office.
- ✓ Staff conferences and events to build relationships, equip and encourage.
- ✓ Access to an Employee Assistance Programme and a variety of staff wellbeing groups.



STAFF DEVELOPMENT
THE BIRKMAN METHOD

At Care for the Family, we use a self-assessment tool called The Birkman Method.

We use Birkman to help increase awareness of ourselves and others and improve communication and relationships. Birkman has been used all over the world for 65 years to develop leaders, improve teamwork, and help us gain insight into our usual style, interests, needs and stress behaviours.

If you are selected for interview you will be asked to complete a Birkman questionnaire online. This is useful to us as it helps to paint a comprehensive picture of an individual's personality and motivations.

Care for the Family is a Christian initiative to strengthen family life, offering support to everyone.
A registered charity (England and Wales: 1066905; Scotland: SC038497).
A company limited by guarantee no. 3482910. Registered in England and Wales.
Registered office: Tovey House, Cleppa Park, Newport, NP10 8BA.

