

# SWANSEA WOMEN'S AID APPLICATION PACK



Dear Applicant,

Thank you for your interest in employment with Swansea Women's Aid. You will find enclosed:

- Job Description and Person Specification
- Application form
- SWA vision, mission and values
- SWA philosophy
- Information sheet
- Project information
- Equal Opportunities Monitoring Form

Please ensure that you follow the guidelines when completing the application form. We operate an equal opportunities recruitment policy and use a pointing system for short-listing. If the application form is not completed as directed, this could mean that you will lose out on points.

Completed application forms can either be returned by post to Recruitment, Swansea Women's Aid, 28 Bond St, Swansea, SA1 3TU or by email to [swa@swanseawa.org.uk](mailto:swa@swanseawa.org.uk).

Additional information regarding Swansea Women's Aid is available on [www.swanseawomensaid.org](http://www.swanseawomensaid.org). and you may find it useful to refer to this site when making your application.

**The closing date for applications is 9am on Monday, 8<sup>th</sup> May 2024.**

Please note that any applications received after this date/time will not be considered.

**Interviews will take place week commencing 13<sup>th</sup> May 2024.**

**Start date: ASAP**

Should you require any further information regarding this post, please ring 01792 644683 and ask to speak to me.

We wish you every success in your application.

Yours sincerely,

Lynne Sanders  
Chief Executive

SWANSEA WOMEN'S AID
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## JOB DESCRIPTION

Job Title: Finance Officer  
Reports to: Chief Executive  
Direct Reports: PT Admin Worker x 1

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### **Main Purpose of Role:**

To provide a full financial management accounting service, incorporating all aspects of small organisation finances, the provision of timely information and delivery of tight financial control over operations.

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### **Specific Responsibilities:**

#### **Financial**

- Ensure the accurate preparation of financial and statutory accounts in accordance with statutory requirements, liaising with auditors accordingly.
- Manage the day-to-day administration of SWA finances keeping accurate up to-date records of all monies utilising the SAGE Accounts programme and petty cash system.
- Ensure effective management of authorisation of all expenditure and costing systems for individual projects and coach departments to follow the guidelines and procedures necessary to control the finances.
- Maintain accurate information for treasury management, VAT calculations and Returns, payroll/personal details and PAYE.
- Assist the Chief Executive to manage the effective and constructive relationship with funders and advisers.
- Negotiate contracts/agreements with suppliers (as required) that are cost effective and meet SWA needs.
- Ensure that the Chief Executive and Board are kept up-to-date (attend Board meetings as required) with the financial situation of SWA, including proposals for addressing risk areas.
- Keep up-to-date with legislation and best practice in relation to charity finances and financial management, ensuring that SWA meets the requirements.

- Ensure all insurance cover is paid and is at an appropriate level to meet organisational needs.
- Administer the payment of salaries, National Insurance, pensions, taxes of all employees of SWA through SAGE payroll.
- Carry out the annual rent review process, ensuring outcomes are fully included and integrated within overall organisational budgets in conjunction with the Team Leaders.
- Produce monthly management accounts for presentation and discussion with the Chief Executive, ensuring that any areas of concern are highlighted and remedial proposals in place.
- Work with the Chief Executive on funding applications to ensure projects are properly costed and realistic.
- Register and regularly review all contacts, obligations, statutory compliance and filings
- Prepare and present pertinent papers at the bi-monthly Finance Sub Committee meetings to inform discussion and recommendations to the SWA Board of Trustees.

### **Leadership and management**

- Ensure the Finance Team is equipped at all times with high calibre individuals who are appropriately trained and are effectively utilised.
- Appraise and motivate staff informally on a regular basis and formally at least once per year. Identify training and development needs, arrange cost effective training to be provided as necessary.
- Communicate regularly with team to review progress, manage performance and communicate objectives etc.

### **General Duties**

- Represent the organisation at key external meetings, public events, conferences and similar when necessary; ensuring that SWA reputation is protected and enhanced
- Demonstrate and promote the organisation's ethos of informed choice, and its vision and values
- Continually review and develop systems, processes, policies and procedures to ensure that SWA demonstrates quality and best practice at all times.

- To ensure the safety and security (as far as is reasonably practicable) of the Finance Team by carrying out risk assessments/health and safety audits, ensuring responsibilities are clearly understood, legislative requirements are adhered to and ensuring that a proactive and professional approach is adopted to Health and Safety issues at all times.
- To work in accordance with Welsh Women's Aid Codes of Practice and the aims and objectives of Swansea Women's Aid and keep up-to-date with changes in legislation that will affect women and children who are/or have experienced domestic violence
- Carry out and 'ad hoc' assignments as may reasonably fall within the scope of the job
- To actively implement SWA policies for anti-discriminatory practice and equality of opportunity
- To work in line with the organisation's quality assurance processes/systems

**Statement of Flexibility**

- It may be necessary, following consultation, to amend the job description in light of experience and changing circumstances

**POST OF FINANCE OFFICER – SWANSEA WOMEN’S AID**

**PERSON SPECIFICATION**

<b>Requirement/Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measures of Assessment</b>
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• AAT or qualified by experience</li> <li>• Proficient in SAGE/IRIS/Quickbooks for small businesses or similar</li> </ul>		<ul style="list-style-type: none"> <li>• Application form/CV</li> <li>• Certificates</li> <li>• Interview</li> </ul>
Knowledge and Experience at least 2 years experience of :-	<ul style="list-style-type: none"> <li>• Producing appropriate financial management information for the strategic business plan and budgetary control</li> <li>• Ensuring the accurate preparation of financial and statutory accounts</li> <li>• Maintaining accurate information for treasury management, payroll and PAYE</li> <li>• Working as part of a management team</li> <li>• Dealing with financial auditors both internally and externally</li> <li>• Supervision of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the voluntary sector</li> <li>• Knowledge of charity accounting</li> <li>• Working to Quality assurance standards - min 2 years</li> <li>• Working with senior managers on funding applications to ensure projects are properly costed and realistic.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/CV</li> <li>• Interview</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Effective financial decision making</li> <li>• Work constructively with a range of stakeholders</li> <li>• Work under pressure and to strict deadlines</li> <li>• Solve problems, generate ideas and proposals and recommend action</li> <li>• Information Technology Skills</li> <li>• Interpreting financial</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of domestic abuse and women/ children’s issues</li> <li>• Negotiating</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

	information for non financially minded staff		
Personal Attributes	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Ability to deal with difficult and sensitive situations</li> <li>• Non-judgmental attitude</li> <li>• Can-do attitude to solving problems</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• The ability to travel and work at other office locations (e.g. women's refuges)</li> <li>• Effective management of work and home life balance</li> <li>• Commitment to Equal Opportunities</li> <li>• DBS enhanced check</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Welsh</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form</li> <li>• CRB Check</li> </ul>

PRIVATE AND CONFIDENTIAL

**SWANSEA WOMEN'S AID  
APPLICATION FORM**

**POST: Finance Officer**

**PERSONAL DETAILS**

Name: .....

Address:.....

.....

..... Post code: .....

Tel No: (Day)..... (Eve).....

E Mail address:.....

*Please note if your daytime tel. no is your present employment: If we need to ring you in relation to this post, we will not disclose this.*

**Please give the name of two referees, one of whom must be your recent/previous employer. Please note that references will only be taken up when an offer of employment is made**

Name..... Name.....

Position..... Position.....

Address..... Address.....

.....

.....

Postcode..... Postcode.....

Email: Email:

**Successful appointment is subject to satisfactory references and an enhanced Disclosure and Barring Service Check (DBS)**

**Under the Equality Act 2010 pursuant to Schedule 9, Part 1, this is a women only post**



**Question 1**

**EMPLOYMENT HISTORY**

As an organisation, SWA attaches equal value to experience gained through both paid and voluntary employment.

<b>DATES</b> <b>FROM</b> <b>TO</b>	<b>EMPLOYER'S</b> <b>NAME &amp; ADDRESS</b>	<b>POSITION</b> <b>HELD</b> <b>&amp;</b> <b>DUTIES</b>	<b>SALARY</b> <b>&amp;</b> <b>REASON</b> <b>FOR</b> <b>LEAVING</b>

**Question 2**

SWA is interested in any formal or informal qualifications that you may have, particularly those relevant to this post. Please also include details of any relevant training undertaken.

**QUALIFICATIONS**

<b>DATES FROM</b>	<b>TO</b>	<b>SCHOOL, COLLEGE, UNIVERSITY ETC</b>	<b>QUALIFICATION &amp;/OR COURSE NAME</b>

**TRAINING COURSES/SEMINARS ATTENDED**

<b>DATE ATTENDED</b>	<b>ORGANISING BODY</b>	<b>DETAILS OF COURSE/SEMINAR</b> including any certification awarded

**Question 3**

With reference to the Person Specification for the post, please explain and provide examples of how you meet **each essential and desirable criterion (please ensure you follow the guidelines relating to question 3 on the 'filling in the form guidelines' page below)**. Please attach a continuation sheet if necessary.

**Question 4**

Please give brief details of your personal interests and hobbies, particularly where they illustrate the use of skills and personal qualities relevant to the post.

**Question 5**

**COMPUTER LITERACY**

Do you have any experience of using work processors/computers?

**YES / NO**

If YES, please give details of software packages used:

**Question 6**

Please tell us of any dates when you would not be available for interview:

.....

**DECLARATION**

I certify that all the information provided in this application form is true, accurate and complete to the best of my knowledge and that I have the right to work in the United Kingdom. I understand that should this not be the case, then it may put any offer of employment made by SWA in jeopardy, or result in dismissal.

**SIGNED:** .....

**DATED:** .....

**ON COMPLETION, PLEASE RETURN THIS APPLICATION FORM, MARKED PRIVATE AND CONFIDENTIAL TO:**

Recruitment  
Swansea Women’s Aid  
28 Bond St  
Swansea,  
SA1 3TU

**OR**

By email to [swa@swanseawa.org.uk](mailto:swa@swanseawa.org.uk)

Applications must reach us by the closing date for this post: **9am on Monday, 8<sup>th</sup> May 2024.**

**Data Protection/GDPR**

You will either have sent your personal data directly to us or to a third party agency. However, your application is sent, it will be received by an authorised administrator who will separate the application form from the Equal Opportunity form, log that your application has been received and pass your application form to the Recruitment Officer. The Administrator plays no role in the selection process but will be given your contact details to advise you of the progress of your application, as advised by the Office Manager.

All information held about you is treated as confidential, protected by passwords /locked files, as appropriate and access strictly restricted to nominated persons and will be deleted, as soon as possible and within 6 months of completion of the recruitment process.

The Administrator collates and anonymises the equal opportunities monitoring data to provide general statistics relating to SWA’s equal opportunities performance, which may be reviewed by the Management Team, Board and or funders. It will not be used for any other purpose.

The data on your application form will only be viewed by the Recruitment Officers and used for selection purposes only. It will not be passed on to any other person/third party or used for any other person.

Only the successful candidate's application will be retained and it will be retained for the duration of employment to be destroyed 6 months after the individual has left the organisation.

We take our responsibility to protect your personal data seriously and if you have any queries or concerns or wish to amend any of the information provided, you can raise these to the appropriate person. Please see [www.swanseawomensaid.com](http://www.swanseawomensaid.com) for SWA's Privacy Policy.

**Please indicate below where you saw the job advertisement for this post:**

.....  
E.g. Job Centre, Charity Job Finder, Recruit 3, SWA website etc

### **Filling in the form guidelines**

If you have a communication difficulty such as dyslexia, please make us aware of this.

### ***Pointing system***

In order to reach the shortlist, an applicant must meet ALL of the essential criteria in the Person Specification. Each essential criterion carries points of 0 to 3. Each desirable criterion carries points of 0 to 1. If an applicant points zero on any of the essential criteria, they will not be considered for the shortlist, even if the applicant pointed highly elsewhere. Applicants who are short-listed generally point between 2 & 3 on each essential criterion. Applicants do not need to score on the desirable criteria to be short-listed.

To score between 2 & 3, an applicant must outline their experience / ability and then *demonstrate*.

For example, a question in the application form asks about applicant's organisational skills. An applicant may state that in all their jobs they have been required to have good organisational skills (*Outlining experience*). Demonstrate this by telling us how you developed them, for example, *'through work where I was required to...'* or, *'through training / voluntary work / education, it was essential to...'*

It is essential when answering Question 3 that you ensure that you address each of the essential criteria. The easiest way to ensure this is to use the headings and numberings on the Person Specification as follows:

#### **Knowledge and experience**

1. Producing appropriate financial management information for the strategic business plan and budgetary control  
*Answer*
2. Ensuring the accurate preparation of financial and statutory accounts  
*Answer*
3. Maintaining accurate information for treasury management, payroll and PAYE  
*Answer*

This advice may seem a bit basic but it is surprising how often applicants can focus on certain essential criteria and fall short on others. We want all applicants to have the best possible opportunity to highlight the required experience and skills to work effectively within this post.

## **SWANSEA WOMEN'S AID**

### **Vision**

A world where women and children are free from abuse

### **Mission statement**

Supporting and empowering women and children to live free from domestic violence and abuse in all its forms.

### **Key principle**

SWA recognises that violence against women, domestic abuse and sexual violence are gender-based forms of violence that are a cause and consequence of gender inequality.

### **Values**

- Excellence – in all we do and how we do it
- Equality –non-discriminatory and non-judgemental
- Diversity – everyone welcomed and valued
- Women and children at the heart of all we do – being supported, informing and directing services
- Innovation – in service delivery and planning
- Integrity - honesty, reliability, trustworthiness
- Empowerment – encouraging women and children to reach their full potential
- Confidential – respecting privacy and lawful
- Collaborative – working with others to change things for the better



## **SWANSEA WOMEN'S AID - PHILOSOPHY**

### **Women only**

Swansea Women's Aid is part of the wider Women's Aid movement, run by women for women. We believe that in order to develop confidence and self-esteem, women need 'space' to identify their strength and weaknesses away from male influence. Sexism serves not only to systematically undermine and abuse women but also to divide women and alienate them from each other. We feel that the 'space' that Women's Aid provides for women allows them to define themselves according to their own needs and not according to the attitudes of society.

### **Admissions**

Refuge and Safe House space is there for all women who are experiencing domestic violence and are afraid to live in their own homes. We do not discriminate against any woman on grounds of race, religion, sexual orientation or disability. If our Refuge or Safe Houses in Swansea are full, we will contact other groups throughout Wales until Refuge space is found.

### **Self Help**

It is essential to our work to provide a place of safety where women can determine their own future. Women staying in the Refuge are responsible for the day to day running of the house. We believe that it is crucial that women are given the space to rebuild their confidence so that they can resume responsibility for their lives in an atmosphere of mutual respect and co-operation. Women's Aid supports women in this development at whatever stage individual women are at any time.

## **SWANSEA WOMEN'S AID INFORMATION SHEET**

**JOB TITLE:** Finance Officer (Swansea Office and hybrid working from home)

**HOURS OF WORK:** 35 PER WEEK.

**SALARY:** £32,591.75 per annum

**CONTRACT LENGTH:** This is a permanent post subject to funding.

**HOLIDAY ENTITLEMENT:** 25 days per year, pro rata, plus 9 bank holidays.

**PROBATIONARY PERIOD:** Six months

**PENSION:** Swansea Women's Aid contributes 6% of the basic annual salary into the Swansea Women's Aid qualifying workplace pension scheme.

### **OTHER:**

All workers are required to undergo an enhanced DBS check.

The post holder will work within the Central Services Team and will report to the Chief Executive.

Swansea Women's Aid is a women-only organisation with both paid and unpaid workers and is affiliated to Welsh Women's Aid.

Swansea Women's Aid is an equal opportunities employer and welcomes applications from all sectors of the community.



## **About Swansea Women's Aid**

Swansea Women's Aid is a women-only organisation which supports women, with or without children, who are affected by domestic abuse.

### **What is Domestic Abuse?**

Women's Aid defines domestic abuse as the misuse of power and control by one individual over another within a close relationship. Although the majority of abuse is directed by men against women, it can and does occur in lesbian relationships. The perpetrators of domestic abuse are not limited to a woman's partner or ex-partner; it can include brothers, fathers, cousins, uncles, mothers, sisters, in-laws etc...

Swansea Women's Aid workers have specialist knowledge on issues related to domestic abuse and how it can affect the lives of women and children.

### **Prevention and education**

As a specialist domestic abuse agency, Swansea Women's Aid is able to design and deliver bespoke training packages to meet the needs of organisations.

We welcome all opportunities to raise awareness of domestic abuse and can deliver talks and presentations to community and social groups adapted to suit the audience.

# SWA

## Equal Opportunities Monitoring Form

SWA recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect.

In accordance with our equal opportunities policy, SWA will provide equality of opportunity to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, sex, gender identity, marital status, disability, sexual orientation, pregnancy or maternity, religion/belief or age.

We have only asked for your name so that monitoring can take place at short listing and appointment stages. The monitoring form does not form part of your application and will therefore be detached from it on receipt, stored separately and will not be available to the selection panel. You can send it separately if you wish.

### Personal Details name:

Please complete all sections

Age	16-24 <input type="checkbox"/>	25-29 <input type="checkbox"/>	30-34 <input type="checkbox"/>	35-39 <input type="checkbox"/>	40-44 <input type="checkbox"/>
	45-49 <input type="checkbox"/>	50-54 <input type="checkbox"/>	55-59 <input type="checkbox"/>	60-64 <input type="checkbox"/>	65+ <input type="checkbox"/>
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
Gender Identity (options)	If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?				
	Transsexual <input type="checkbox"/>	Transgender <input type="checkbox"/>	Intersex <input type="checkbox"/>		
Married/Civil partnership	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		
<b>Pregnancy and Maternity</b>					
I am pregnant/adopting a child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		

### Sexual Orientation: Please tick against one of the following

Bisexual	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>
Gay Woman / Lesbian	<input type="checkbox"/>	Heterosexual / Straight	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**Religion or belief: Please tick against one of the following**

No religion	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please state:			

**Ethnic origin: Please tick against one of the following**

Asian/ Asian British;	Bangladeshi	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Other Asian	<input type="checkbox"/>
Black/African/Caribbean/ Black British;	African	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>
	Other Black	<input type="checkbox"/>
Mixed/ Multiple Ethnic Groups;	White & Asian	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Black Caribbean	<input type="checkbox"/>
	Other Mixed	<input type="checkbox"/>
Other Ethnic Group;	Arab	<input type="checkbox"/>
	Any Other Ethnic Group	<input type="checkbox"/>
White;	English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Other White	<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>

**Disability: Please tick against one of the following**

<p><b>Disability</b> definition under the Equality Act 2010 In the Act, a person has a disability if:</p> <ul style="list-style-type: none"> <li>• they have a physical or mental impairment</li> <li>• the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities</li> <li>• For the purposes of the Act, these words have the following meanings:</li> </ul>
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- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

**Progressive conditions considered to be a disability**

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairment are automatically deemed to be disabled.

**Conditions that are specifically excluded**

Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non-prescribed substances.

	Do you consider yourself to have a disability according to the terms above? <span style="float: right;">Yes/No/Prefer not to say</span>
	<i>If you have answered yes, please indicate the type of impairment which applies to you. If your experience more than one type of impairment, please tick all the types that apply. If your disability does not fit any of these types, please circle Other and specify.</i>
	Physical/mobility impairment, such as a difficulty using your arms or mobility issues which require you to use a wheelchair or crutches
	Visual impairment, such as being blind or having a serious visual impairment
	Hearing impairment, such as being deaf or having a serious hearing impairment
	Mental health condition, such as depression or schizophrenia
	Learning disability/difficulty, such as Down's syndrome or dyslexia or a cognitive impairment such as autistic spectrum disorder
	Long-standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy
	Other (Please specify below)

Yes       No       Prefer not to say

This information is provided for monitoring purposes only – if you need reasonable adjustments you should arrange these separately.

Thank you for taking the time to complete the information requested on this form, and thereby enabling us to monitor the effectiveness of our equal opportunities policy.

**Name:**

**Signature:**

**Date:**

