



# Finance & Operations Officer

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Candidate Pack October 2025

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# Welcome

Thank you very much for your interest in the role of Finance and Operations Officer at Rosa. Join Rosa's mission to empower women and girls across the UK.

We hope that this pack will give you plenty of information before you apply. Our website [www.rosauk.org](http://www.rosauk.org) will also give you lots of background on our organisation and our work.

We want anyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply.

If you require the pack or any further information in a different format, or have any questions before you apply, please get in touch through [recruitment@rosauk.org](mailto:recruitment@rosauk.org).

If you'd like a phone call with our Head of Finance and Operations about whether this role might be right for you, let us know by email at least one week before the application deadline and we'll arrange a time to talk.

The deadline for submitting applications for this role is **19th October 2025 (midnight)**.

We hope to hear from you and if you do decide to apply, good luck with your application.

Rosa is looking for someone dynamic, organised and dedicated to step into this key role within our small and committed team.

We're looking for someone who is confident managing day-to-day finances and administration with the skills and curiosity to support our systems. This is a varied and hands-on role, ideal for someone who loves making things run smoothly behind the scenes and takes pride in getting the details right.

If you are motivated, eager to learn and excited about helping a mission-driven organisation stay organised and efficient - we would love to hear from you.



## Diversity, Equality and Inclusion Statement

### Diversity, Equality and Inclusion Monitoring

Rosa takes its commitment to diversity, equality and inclusion extremely seriously, recognising the value that this adds to our success. Rosa already reaps the benefits of having a diverse team and welcomes applications from people of all backgrounds and life experiences. We are therefore particularly keen to hear from people from across the UK; people with a variety of educational backgrounds and experiences; people from Black and Asian communities and other racially minoritised ethnic groups, and disabled people.

We invite you to complete our [equality monitoring form](#). Participation is entirely voluntary, and all information will be kept confidential and used solely to understand the diversity of our applicants. Thank you for your time and assistance.

# About Rosa

## Creating a safer, fairer and more equal society for all women and girls

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Rosa is the leading UK-wide funder exclusively dedicated to supporting women-led organisations working to transform the lives of women and girls. Through funding and support, we invest in the critical services, campaigning and advocacy that women and girls need.

Rosa's work supports the thousands of organisations that make up the women and girls sector - a network of primarily small, specialist charities led by women, and deeply embedded in communities across the UK. Since 2008, we have raised and distributed over £11 million, impacting the lives of over 400,000 women and girls.

Our work covers three main areas:

- We distribute grants to empower women-led organisations to continue their crucial work.
- We strengthen the sector through training, networking opportunities and advocacy support.
- We conduct research to enable investment and engage more funders to support women and girls.

We have a strong portfolio of committed funding partners from the charitable, corporate and philanthropy sectors. Without an endowment, we fundraise for every penny we spend.

We have a history of working with a range of high-profile crowd-funding campaigns, including #TimesUp (the UK arm of the #MeToo movement) and Reclaim These Streets, to help address systemic misogyny and male violence.

We are a small team of dedicated and dynamic colleagues who work tirelessly to support our investment in women's and girls' organisations, providing ongoing training, events, research and communications in order to build capacity across the wider sector. We are a professional organisation with high expectations of all our staff.

We work closely with our Board of Trustees who bring expertise in women's issues, leadership and philanthropy.

More information about Rosa:

- Watch [a film](#) about why we exist
- Read about our [grant programmes](#)
- Learn [how we strengthen organisations](#)
- Read about our work [amplifying the work of the women and girls sector](#)
- [Stories of impact](#)

## Rosa's Values

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We have core values which guide and shape how we work. We seek out people who share and live these values.

### **Bold:**

We seize new opportunities and are not afraid to take risks in pursuit of our mission and vision.

### **Transparent:**

We recognise our power as a funder and strive to constantly improve our work.

### **Collaborative:**

We work with and for our partners, constantly identifying ways to collaborate rather than compete.

### **Inclusive:**

We value the diversity of the UK women and girls sector, and seek to harness the power of its different perspectives.

### **Agile:**

We adapt our work swiftly to meet the changing needs of the women and girls sector and the wider context in which it operates.

# Job Purpose

Managing day-to-day finances, administration and systems, this is a varied and hands-on role, ideal for someone who loves making things run smoothly behind the scenes and takes pride in getting the details right.

This role is a broad role, covering finance administration, systems administration as well as supporting in a wide variety of tasks across the organisation's work.

## Key responsibilities

### Finance

- Manage day to day finances using Xero, ensuring payments are made as scheduled
- Perform all day-to-day bookkeeping duties using Xero and Excel
- Maintain all necessary accounting records including invoices, expenses, payments and transactions
- Ensure payments are made as scheduled and processed through the bank
- Review and maintain supplier records
- Maintain accurate financial information regarding donations and grants, including sources of donations and Gift Aid
- Assist with Annual Reports and Accounts process and with annual audit process

### Systems administration

- Act as main point of contact for our IT support provider and main systems administrator on our databases (Beacon) and project management tool (Monday.com) – no prior experience of these systems is required
- Act as GDPR officer, ensuring data retention and GDPR compliance across the organisation
- Maintain and update records and processes on project management software

### Systems administration cont

- Maintain an effective filing and data management system for the organisation
- Induct and train staff on new systems and processes.

### HR support

- Coordinate the recruitment and induction of staff and contractors.
- Maintain Rosa's staff handbook
- Lead on Health and Safety compliance across the organisation
- Assist in the policy development and policy review

### Governance support

- Service quarterly Board of Trustee meetings, including collating and formatting of papers
- Maintain accurate Trustee and regulatory records

### Grant Administration support

- Process funding awards, including processing payments
- Update and reconcile grants database with financial management system and 360 giving data
- Undertake regular database cleaning

### Philanthropy and Partnerships support

- Assist in the organisation of events
- Support in the transition to a new fundraising database
- Support the recording and reconciliation of donations on the database, ensuring records are maintained and up to date



## Person Specification: Experience, knowledge & skills

### Essential Skills

- Finance administration experience and office administration experience (minimum 2 years)
- Experience of using cloud-based finance systems such as Xero or Sage
- Experience of maintaining a range of databases or applications across a team or organisation
- Knowledge of HR administration processes within a small team
- Strong IT skills especially of Microsoft Office
- Excellent organisational skills including attention to detail, record keeping and data management
- Good written communication skills
- Strong verbal communication skills able to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings
- Ability to work flexibly and proactively
- Able to work in a manner consistent with the Rosa's [values and principles](#)

### Desirable Skills

- Experience of inducting and/or training staff in new systems and processes
- Experience of implementing new systems or databases
- Experience in using a project management tool (for example Monday.com) for planning
- Experience in charity governance, particularly supporting a Board of Trustees

### Personal Attributes

- A wholehearted commitment to equality, diversity and inclusion alongside Rosa's values
- A can-do attitude and openness to learning and development
- Self motivated and a strong team player
- Confident at communicating appropriately across the organisation and with stakeholders

*You must have a suitable place to work from home and be able to travel to London every six to eight weeks to be considered for the role.*

# Contract Terms and Benefits

- **Position:** Finance and Operations Officer
- **Reports to:** Head of Finance and Operations
- **Salary:** £35,700 FTE (£21,420 for 3 days per week)
- **Contract:** Permanent
- **Location:** This is a remote working role with the expectation that you will attend team meetings in London and other in-person meetings as required. Travel expenses will be covered up to £120 per trip
- **Working Hours:** 21 hours a week. Some evening work will be necessary, for example Trustee and Committee meetings
- **Annual leave:** We offer 25 days per year (pro rata) plus bank holidays and three days for our Christmas closure
- **Pension:** We contribute 5% of annual salary into Rosa's workplace pension provider, and you contribute 3%. Rosa's workplace pension provider is The People's Pension
- **Team Days:** Regular days to support learning, development and collective imagination as a team
- **Enhanced Family Leave Policies:** Information available on request

# How to apply

## Application process

We don't want to make this process too complicated so please complete this [application form](#) answering the questions to demonstrate your experience that is relevant to the role attaching a CV.

We recognise that artificial intelligence (AI) tools, can be helpful during the application process. However, all application content must reflect your own original thoughts, work, and experiences.

Unfortunately, we can only accept applications from people based in the UK.

Accessibility is incredibly important to us at Rosa. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process. Please email us: [recruitment@rosauk.org](mailto:recruitment@rosauk.org)

## Key Dates

- Closing date – 19th October 2025 (midnight).
- 1st stage interviews: 29th/30th Oct (virtual).
- 2nd stage interviews: 10th November in London (in person – travel expensed). The process will also include a short test that you will complete after your in-person interview.
- All applicants will be contacted by end of 24th October 2025 to let them know whether they have been shortlisted or not.



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