

Operations & Finance Lead Role Description



Beloved is a Christian charity based in central Bristol, pioneering work in supporting women working in the indoor sex industry, such as brothels and parlours. Whether they are remaining in the industry, seeking to leave or have already left, we walk alongside women, raising their awareness of alternative opportunities and supporting them to address any physical, emotional, economic and spiritual needs they may identify. Please see www.beloved.org.uk for more about the support we offer.

We wish to recruit an Operations and Finance Lead to support the Director in implementing the creative vision and strategic direction of Beloved, providing direct line management to the Ops/Finance team, with responsibility for the day to day running of Beloved and its finances, in a way that is rooted in God's love, joy, kindness, hope with the expectation of transformation.

You will need excellent organisational and communication skills and be someone who has good attention to detail, is a supportive team player, and has a heart for the work Beloved does.

Ideally you will have previous experience of working in a finance or operations role and be financially literate with the ability to use financial tools such as Excel and online banking and accounting systems.

Salary: £32,000 (P/A Full Time Equivalent), £22,613.33 (Actual Salary)

Hours: 26.5 hours per week, to be worked between Monday - Thursday

Location: The role is primarily office-based, with some flexibility for home working.

Benefits: 5% Employer Pension Contribution, 28 day holiday entitlement, plus bank holiday allowance, wellbeing days, personal development budget, Cycle to Work Scheme.

This role is on a 2 year fixed term contract, with a view to extend.

How to apply: Please contact admin@beloved.org.uk for a job pack, Mon- Thurs.

Closing date: 13th January 2025, with interviews on 30 January 2025.

NB due to the remit of Beloved to offer support to vulnerable women, and hence the sensitive nature of the work roles of the organisation, only female applicants for posts are being considered, in accordance with the provisions of the Occupational Requirement (Equality Act 2010, Schedule 9 Part 1).