



Senior Finance and Operations Officer



About Us

Home-Start Southwark has been providing targeted early intervention for vulnerable children and families for 30 years. For the last 4 years we have been developing a much-needed programme in Lewisham and now deliver support across both boroughs.



Our Mission

We provide emotional and practical support to families who are having difficulties managing parenting for a variety of different reasons. We help the parents to create happier lives for their children.

Our Approach

Most parents would agree that being a parent, wherever you live, whatever your circumstances, isn't always easy. Combine that with additional pressures such as illness or financial worries, and without the support of family and friends, the pressures can seem overwhelming. Our approach is simple, but it works! We provide trained volunteers to help any parent, with at least one child under five, who is finding it hard to cope.

2024/2025 Performance

We supported

285

Families

of which

144 Parent &

234 Children

in **Lewisham**

including

370

Parents and

522

Children

We supported

83

Active Volunteers
who provided...

10,200 hrs

of family
support

What We Do

Home-Start Southwark works with families who are pregnant or have children under 5. Our core work is to provide weekly support from a trained peer volunteer or worker empowering families to make changes to improve their lives. The way we support families has relationships at its core – we believe, and our work proves, that the confidence and resilience gained by having someone standing alongside you offering encouragement and support, can make a huge difference to parents and children. Being a parent is difficult regardless of circumstances and many of our families are facing several additional challenges.

Our work is responsive to the community we serve and at times evolves to include groups, events, parenting programmes and specific strands of work such as our current projects; Bump to Babe, Big Hopes Big Future, Being Together and REAL.

Families start their journey with a referral, and then meet one of the Family Support team to discuss their strengths, areas for support and agree what they would like to work on with us. This really varies, and can include support with early learning, play, accessing services and activities in the community, emotional support to build confidence and resilience, and help with form-filling and budgeting.

A family is then matched with a carefully selected volunteer or worker who visits them for around two hours a week. Depending on the families needs and the projects and activities we're working on together, this could be for 6-12 months, or shorter more targeted work. The support is reviewed regularly, and adapted based on the family's evolving circumstances. Parents tell us that support from Home-Start is different from other services, that they feel they can be open and are not judged.

About The Role

Job title: Senior Finance and Operations Officer

Employer: Home-Start Southwark

Location: SE London (Southwark and Lewisham, with an office base at SE1)

Application deadline: Thursday 13th November 2025, 5pm

Interview dates: 25th November - 2nd December (please let us know on applying if you cannot be available on these dates)

Start date: ASAP

Salary: £37,000 - £39,000 per annum (include London Weighting), pro rata depending on experience

Contract type: Fixed term until March 2027

Hours of work: 14-16h pw (within office hours Mon-Fri 9-5)

Responsible to: CEO

About The Role

Benefits:

- generous annual leave allowance (25 days + 8 bank holidays + 4 concessionary days - FTE, pro-rated if working part-time)
- pension scheme - 3% employer contribution
- DAS employee assistance programme
- training and development opportunities
- eye test voucher

Our ambition is to continue to develop outstanding services that meet the needs of our community; if you want to be part of our future, we would love to meet you to discuss this further.

For an informal discussion about this opportunity, please email info@homestartsouthwark.org.uk including your mobile number and best times to call and **Becca Jones** will be in touch.

Please apply with a CV and no more than 2 A4 pages outlining why you are interested and how you demonstrate the competencies and behaviours outlined in the Person Specification; we are interested in your lived experience as well as any voluntary or employed positions you have held.

Please send your application documents to info@homestartsouthwark.org.uk

Job Description

Vision: Home-Start believes every parent should have the support they need to give their children the best possible start in life.

Main purpose of job: To ensure Home-Start's Southwark's finance and operations systems best meet the needs of the organisation, enabling us to provide the best possible support to families with children under 5 in Southwark and Lewisham.

Duties and Key Responsibilities:

Finance:

- To update and maintain financial systems that enable accurate and timely day-to-day management of the organisation's finances.
- To drive efficient and meaningful financial reporting (Annual Accounts, Management Accounts, annual returns to Charity Commission and Companies House and financial reports to funders and the Board) working alongside the CEO, Treasurer, Bookkeeper and Operations Coordinator.
- To be the main operational contact for CAF Bank to ensure all transactions are accurately conducted, liaising with the CEO, Treasurer and bank signatories.
- To support the CEO and Board to use financial data to monitor HSS's performance and inform decision-making.
- To drive the preparation of the annual budget, and budgets required for funding applications, working with the management team and Board.
- To be responsible for the administration of staff salaries, pensions, tax and National Insurance.

Job Description

continued

Operations:

- To deputise for the CEO as Company Secretary, undertaking delegated duties in relation to Companies House/ Charity Commission and Board/ AGM administration.
- To act as Data Protection Officer for HSS, with responsibility for GDPR compliance and practice.
- To act as an Administrator on key IT systems; Microsoft 365, Charitylog, Circleloop, supporting the Operations Coordinator to maintain the day-to-day running of these systems.

General:

- To support HSS events, meetings and training as required
- To comply with all Home-Start policies and procedures.
- Participate in training and personal development including attending HSUK training as required.
- Work with all other members of the team to ensure good safeguarding practice in all aspects of the work of HSS and good practice in equality, diversity, and fairness.

Job Description

continued

The post holder may be required to undertake any other reasonable duties that fall within the nature of the role and responsibilities of the post as detailed above.

This post will require very occasional evening or weekend work. Therefore, a flexible approach is essential.

Any substantial or major changes will be negotiated with the postholder.

We are an equal opportunities employer and welcome applications from all sections of the community. Southwark and Lewisham are diverse boroughs and we particularly welcome applicants from global majority ethnicities, and those who speak additional languages.

The role is subject to appropriate proof of right to work in the UK.

Home-Start Southwark takes very seriously the duty of care to safeguard and promote the welfare of children and is committed to ensuring that our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. Our safeguarding policy recognises that the welfare and interests of children are paramount in all circumstances. All roles at Home-Start Southwark are subject to a DBS Check.

Person Specification

Professional experience, knowledge and skills

- Experience of working with financial systems and information, including budgets **E**
- Experience of financial reporting requirements and challenges **E**
- Experience of working with management and as part of a team to ensure that requirements are met within deadlines **E**
- Experience of working in an operations, administrative or finance role **E**
- Experience of working within relevant legal frameworks such as GDPR and knowledge of how to apply this to systems and ensure compliance **E**
- Experience of taking lead responsibility for an area of work, from identifying a challenge, through thinking of a solution, planning action, and delivering a result **E**
- Experience of working with IT systems and CRM databases **E**
- Experience of working in a finance role in the charity sector **D**
- Experience of using Quickbooks, and/or other financial software **D**

Organisational/personal attributes

- Strong IT skills; proficiency in MS Excel, Outlook, and Word **E**
- Ability to deal with day-to-day financial activities of the organisation effectively and efficiently **E**
- Accuracy in reporting detailed information **E**
- Good written and verbal communication skills **E**
- Highly numerate with excellent analytical skills **E**
- Good planning and organisational skills with ability to prioritise competing demands and meet deadlines **E**
- An ability to work independently and use initiative as required, whilst working to the common goals of the team **E**
- A genuine interest in the aims and service delivery of HSS and belief in the importance of family support in the early years **E**
- Knowledge of and commitment to equal opportunities and anti-discriminatory practice **E**
- Experience of working with a Board of Trustees or similar body **D**
- Understanding of funding and experience of preparing grant returns and annual returns to Companies House and the Charity Commission **D**

Special Requirements

- Able to work flexibly, with occasional evening or week-end work **D**
- Willingness to access training opportunities **E**
- Eligibility to work in the UK **E**

Essential (E)/ Desirable (D)



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www.homestartsouthwark.org.uk

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