



Working to end violence and abuse.

Role Profile

Job Title:	Finance Administrator			
Grade:	3.5			
Salary:	£15,929.21 Pro Rata / £26,548.68 FTE			
Hours:	21			
Contract Type:	One Year Fixed Term Contract			
Location:	Kent			
Responsible to:	Senior Finance Officer			
Responsible for:	N/A			
Committed	Curiosity	Connected	Collaborative	Compassionate

Background:

Oasis is a passionate and ambitious organisation committed to tackling the causes and consequences of domestic abuse on families. We are known in Kent & Medway for our dedicated, independent services that have been supporting the cause with a local focus for many years.

Overall:

We provide an efficient service for families affected by domestic violence and abuse across Kent & Medway. These families and individuals will have a range of needs, and our client support work is needs-led, risk-focused & trauma-informed with a focus on developing individual resilience. We work with clients in a range of settings. We provide group work and all support colleagues are expected to be capable of integrated working in the wider social system.

Colleagues are expected to work flexibly as needed by service demands, this includes evenings and weekends.

Purpose of the role:

The purpose of this role is to provide vital administrative support to the finance team, and to be the first point of contact for service users, customers and suppliers.

You will demonstrate an understanding of double entry bookkeeping and computerised

bookkeeping systems. As well as with being comfortable using Microsoft software, you will be required to maintain a high level of accuracy, and confidentiality.

Finance Officer – Kent – Hybrid

Key Responsibilities:

- **Be a Key Support to Our Finance Team**
Help keep things running smoothly by managing essential administrative tasks with accuracy and efficiency.
- **Take on a Variety of Tasks**
Enjoy a role that offers variety with opportunities to take on ad hoc projects and contribute across departments.
- **Deliver Outstanding Service**
Use your excellent customer service skills to create positive experiences for clients and colleagues alike.
- **Engage with Confidence**
Communicate effectively with clients, external partners, and senior colleagues — your voice matters here.
- **Put Your Tech Skills to Work**
Use your Microsoft Office know-how, especially Excel, to streamline processes and support data-driven decisions.
- **Grow Your Bookkeeping Knowledge**
Interested in finance? We'll support your development in bookkeeping and financial administration.
- **Stay Organised and Multitask Like a Pro**
Juggle multiple responsibilities while staying on top of deadlines and details.
- **Handle Information with Care**
Understand the importance of confidentiality and professionalism when working with sensitive client data.
- **Be a Team Player with a Positive Attitude**
Bring your can-do spirit to support colleagues across all teams and departments.
- **Take Initiative and Make Things Happen**
Spot what needs doing and take action—your initiative will be valued and recognised.
- **Prioritise What Matters Most**
Use your judgment to manage tasks effectively and keep things moving forward.
- **Collaborate with Leadership**
Work closely with management on key initiatives and gain exposure to strategic decision-making.
- **Champion Data Integrity and Security**
Help us maintain high standards in data accuracy and protection.

Review arrangements:

The details contained in the role specification reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of

responsibility entailed. Consequently, we expect to revise this role specification from time to time and consult with the postholder at the appropriate time.

Oasis Domestic Abuse Service is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Person Specification	Essential	Desirable
Knowledge the domestic abuse sector, associated legislation and commissioning frameworks.		Y
GCSE/BTEC level education or equivalent	Y	
Previous work experience, in either paid employment or in a voluntary role, in lieu of qualifications	Y	
Knowledge of databases relating to client management		Y
Practical understanding of handling data	Y	
A self-starter able to manage own workload with minimal supervision	Y	
Excellent prioritising, planning and organisational skills	Y	
Able to work within and across teams in a pro-social manner	Y	
Strong analytical mind, able to pragmatically plan, deliver implementation and problem solve	Y	
Excellent IT skills with a proactive attitude to learning new processes and problem solving	Y	
A personal and demonstrable commitment to the principles of honesty, conscientious behaviour and adaptability	Y	
Empathetic in understanding others, with a commitment to own and others development and a respect for issues of diversity	Y	
Excellent communication and interpersonal skills, able to communicate effectively both orally and written	Y	
Experience of working in a Third Sector organisation		Y
Experience of using client databases		Y
Experience of developing communication methods for internal and external purposes		Y
Experience of preparing qualitative and quantitative data for analysis		Y
Experience of analysing qualitative and quantitative data		Y
Candidates must be willing to undergo an Enhanced Disclosure & Barring Service check	Y	
Evidence of qualifications listed on the application form	Y	
Full driving licence and access to own vehicle	Y	