

**Stay Safe East**

***Supporting disabled survivors***

**is seeking an exceptional person to join us as our new**

**Finance Manager**

**We’re writing our next chapter. Be part of it!**

**Salary: £ 33,170 per annum pro-rata for 17.5 hours per week.**

**Stay Safe East** is a unique organisation run by disabled people, supporting disabled survivors of domestic and sexual violence, hate crime and other abuse.

We are looking for a Finance Manager who will oversee the management of the Charity’s finances, prepare budgets and support the CEO and the Board with fundraising and liaison with funders.

**The successful candidate will have:**

* Two years or more related experience of financial management of a charity or a business
* Experience of preparing financial reports and managing budgets over £500,000 with multiple income sources Good knowledge of the charity sector and charitable funding and contracts
* An ability to work with colleagues accessibly and sensitively
* Excellent communication skills
* A commitment to Stay Safe East’s work and ethos

**We particularly welcome applications from disabled people who reflect the diversity of London’s communities of faith, sexuality, culture, ethnicity and age.**

**To apply, please complete the attached application form and monitoring form, and return them no later than Monday January 30th at 12 noon** by e-mail to: recruitment@staysafe-east.org.uk. Interviews: February 2nd and 3rd 2023. The interview panel will be a Senior Manager and our Treasurer

Please head your e-mail **Finance Manager Application**

**Important: Please ensure you return the forms as a typed word document in 16 point, not as a PDF or handwritten document; this is so all forms are accessible to members of the interview panel.**

**For an accessible Word format of the pack or other formats:** please e-mail recruitment@staysafe-east.org.uk or ring/text Jo 07908 092 132 or Ioana on 07477 617 461