



Changing Pathways

ENDING ABUSE. EMPOWERING LIVES.

Application Pack

2026

Finance and Business Assistant



Welcome

Changing Pathways is a registered Charity, providing domestic abuse services across the south of Essex, in partnership with Ending Violence in Essex Charity.

We are the Essex County Council commissioned service for **Harlow, Epping, Brentwood, Thurrock and Basildon.**

We deliver a range of services, offering a non-judgemental, trauma informed approach to support men, women and children who are or have experience domestic abuse. This includes:

- **Safe accommodation**
- **Outreach Support**
- **Specialist Services for the Global Majority**
- **Stalking Support**
- **Counselling**
- **Training**

Joining our team means becoming part of a dynamic, innovative, and supportive environment where your growth and success matter. We are passionate about what we do, and we value collaboration, creativity, and excellence. By joining us, you'll work alongside talented individuals who inspire and challenge one another to achieve their best. We are committed to providing opportunities for professional development, fostering a culture of inclusivity, and recognising the unique contributions of every team member. If you're looking for a workplace that values your skills, encourages your ideas, and supports your ambitions, this is the perfect place for you to thrive.

Tania Woodgate

Chief Executive Officer



Our Vision

Our vision is a world in which all can live fulfilled lives, free from domestic abuse. We aim to create an equitable and just future for women, men and their families.



Our Mission

We do this to by helping everyone find their own pathway out of life of domestic abuse and change their future for the better. We understand the complexities of domestic abuse and that individual who connect us are coming from different points in their journey, some are still in their relationships, some have left, but regardless of where they are, we will support them all.

Our Values

EMPOWER individuals to make their own choices in a safe environment to enable them to regain their independence.

Work with **RESPECT AND DIGNITY**, valuing everyone's experiences and circumstances and advocating for their unique needs.

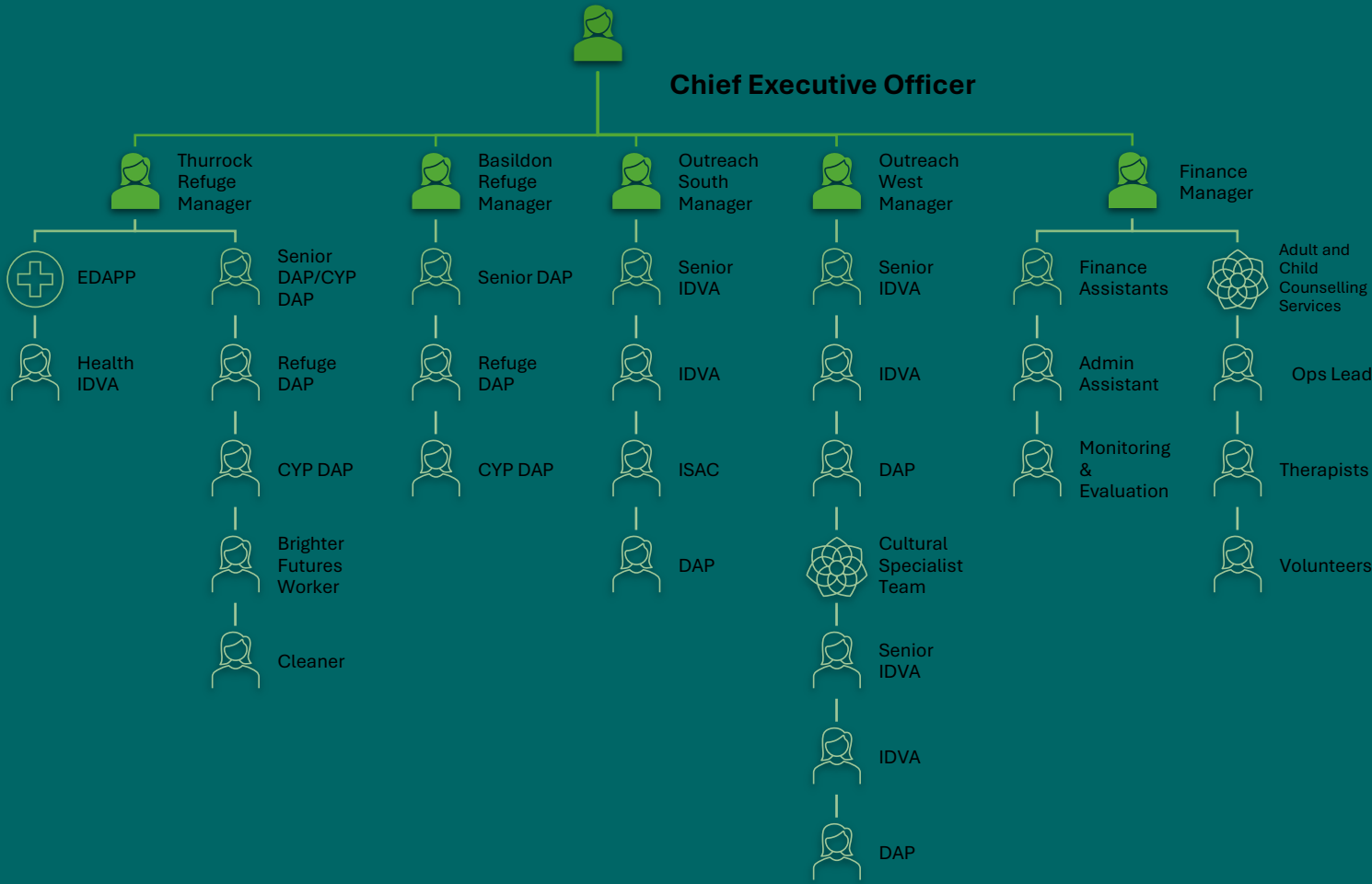
EDUCATE for the devastating impact that domestic abuse has on individuals, local community and society.

COLLABORATE and work in partnership with other organisations to provide the best support for those impacted.



OUR TEAM

Board of Trustees



The Role

The post holder will be responsible for the processing, maintenance and monitoring of the organisation's financial systems primarily purchase ledger, sales ledger and related finance administration systems.

Our Staff adhere to our values, that make us PROUD of our organisation.

P

Positivity

We approach change and challenges with a positive mindset and optimism

R

Respect

We treat everyone fairly and with respect, value and celebrate differences

O

Ownership

Our behaviours are PROUD towards everyone regardless of their role

U

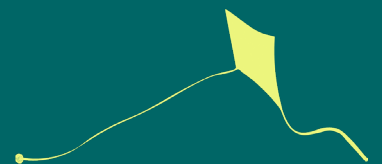
Unity

We are one Organisation. Together we are stronger

D

Dedication

We uphold a strong commitment to our clients, our work, the organisation and each other



Main Responsibilities

MAIN DUTIES:

1. Monitoring and processing bank, petty cash and credit card transactions onto the accounting software (Quickbooks).
2. Management of bank and petty cash and credit card reconciliations.
3. Responsibility for the purchase ledger function, ensuring all expenditure is correctly recorded onto the accounting software, supplier queries are adequately dealt with, purchase orders raised where relevant and payments processed promptly.
4. Responsibility for the sales ledger function, ensuring income is correctly recorded onto the accounting software, sales invoices raised, sent, with reminders where necessary and donor income records are updated and maintained.
5. Updating of database OASIS system, reporting and assistance with controlling of refuge income (rent) and debtors (housing benefit charge).
6. Assist with recording, processing and reporting of client recharges, including liaising with our partners for timely payments and reimbursements.
7. Support coordination of cash banking and petty cash processing for all sites.
8. Obtain relevant authorisation for financial transactions.
9. Monitor shared and personal finance inboxes daily, responding to queries in a timely fashion.
10. Assist with the provision of information and preparation of reports for internal and external clients.
11. Support with implementation of new finance operational and administrative systems.
12. General filing and administrative tasks.
13. Such other tasks that may be required from time to time as is necessary to ensure the efficient and effective operation of the finance function and the organisation.

GENERAL:

1. Identify own training and development needs and participate in all training courses relevant to the Changing Pathway's commitment to providing high quality services.
2. Work at all times with due regard to the policies and procedures of Changing Pathways, including financial regulations, participating in their development and amendment where required.



3. Willingness to work outside normal working hours including evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.

OTHER:

1. The post is subject to a DBS disclosure which will be carried out at appointment of a candidate.
2. This post is subject to completion of a six-month probationary period.
3. Must be able to drive (the Pool Vehicle to visit sites) and work across the whole contract area as required.
4. Must hold business cover insurance on their own vehicle.
5. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.



PERSON SPECIFICATION

EXPERIENCE		
Criteria	Essential/ Desirable	How Assessed
Experience of sales and/or purchase ledger	E	Application Form/Interview
Minimum two years finance experience in an organisation	E	Application Form/Interview
Reasonable experience of finance processes in a charity setting. Familiar with latest SORP requirements	D	Application Form/Interview
Experienced user of QuickBooks Accounting Packages. Able to input and produce key reports in a timely way.	D	Application Form/Interview
KNOWLEDGE AND UNDERSTANDING		
Criteria	Essential/ Desirable	How Assessed
Cultural sensitivity to work within the domestic abuse sector within an organisation with a feminist empowerment approach	E	Application Form/Interview
Knowledge of charity finance regulations and willingness to keep knowledge up to date	D	Application Form/Interview
Knowledge of Gift Aid	D	Application Form/Interview
Experience or knowledge of the Domestic Abuse sector	D	Application Form/Interview
SKILLS AND ABILITIES		
Criteria	Essential/ Desirable	How Assessed
High level of determination and willingness to take on new challenges and responsibilities	E	Application Form/Interview
Ability to work in a flexible and responsible manner whilst prioritising work within a busy environment	E	Application Form/Interview
Ability to work flexibly with minimal supervision	E	Application Form/Interview
Experience of client databases or willingness to learn	E	Application Form/Interview
Excellent organisational skills with good attention to details	E	Application Form/Interview
Strong IT skills including the ability to use Microsoft Office (particularly Excel) and donor case management databases	E	Application Form/Interview
Excellent problem solving, analytical, technical and numerical abilities	E	Application Form/Interview
EDUCATION		



Criteria	Essential/ Desirable	How Assessed
Educated to A levels (UK Level 3)	E	Application Form/Interview
Professional Accountancy Qualification – Part Qualified AAT / or over 2 year’s finance/accounts experience	E	Application Form/Interview
OTHER		
Criteria	Essential/ Desirable	How Assessed
Commitment to equal opportunities and anti-discriminatory practice	E	Application Form/Interview
Willingness to undertake training and a commitment to continuous personal development	E	Application Form/Interview
Willingness to work flexibly and able to travel to different sites and venues	E	Application Form/Interview

We are committed to operating within the legal framework of the Equality Act 2010. As our organisation qualifies for an exemption under Section 9 of the Act, we only recruit female candidates for this role. This exemption is applied lawfully and in accordance with the specific occupational requirements of our organisation.





What you can expect from us

Supportive Work Environment

- A culture of respect, collaboration, and inclusivity.
- Open-door policy for feedback, ideas, and concerns.

Opportunities for Growth

- Continuous learning through training programs, workshops, and certifications.
- Clear career progression paths to help you achieve your goals.

Work-Life Balance

- Flexible working hours and hybrid/remote work options.
- Paid time off, holidays, and wellness days.

Competitive Compensation

- Fair and market-aligned salary packages.

Recognition and Rewards

- Regular acknowledgment of individual and team contributions.
- Awards, shout-outs, and celebrations of success.

Innovation and Creativity

- Encouragement to bring new ideas to the table.
- Freedom to innovate, experiment, and grow professionally.

A Focus on Well-Being

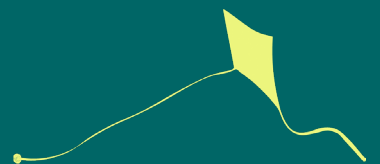
- Mental health resources and employee assistance programs.

Social Responsibility

- Commitment to sustainability and ethical practices.

Empowerment and Autonomy

- Trust in employees to take ownership of their work.
- Support for independent decision-making and problem-solving.



TERMS AND CONDITIONS

Contract	This is a part time position. On a permanent contract.
Salary	£26,500 (pro rata) per annum paid monthly
Reports to:	Finance Operations Lead
Benefits Include	Contributory Pension Scheme. Equipment to undertake your role (hybrid). Training and developed tailored to your level of experience. Staff Discounts on BrightHR. Pets at Work Policy.
Hours	22.5hrs per week
Leave	25 days per year plus bank holidays (pro rata).
Expenses	You will be reimbursed for all reasonable expenses which are incurred by you in the proper performance of your duties
Location	Hybrid – main office and remote. Changing Pathways main office is in Felmores End, Basildon. Free parking is available. Parking is available and is charged. Costs are reimbursed.
Occupational Pay	Sick On successful completion of probation, we offer tiered sickness pay benefits.
Notice Period	4 weeks' notice

How to apply

Please complete our application form and email completed form to welcome@changingpathways.org stating clearly in the subject line the post you are applying for.

Those shortlisted for interviewed will be informed by email no later than two weeks after the closing date. Only those who are successfully shortlisted will be contacted.

