



Post of Operations Assistant (Maternity Cover)

Beloved is a Christian charity based in central Bristol, pioneering work in supporting women who have experience of working in the indoor sex industry. We walk alongside women 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 a temporary Operations Assistant with effect from **1 June 2026** to cover the postholder's maternity leave and support for the Operations Manager with responsibility for the day to day running of Beloved, 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 administrative role with the ability to use basic financial tools such as Excel and online banking.

NOTE: We particularly encourage applications from Black, Asian and Minority Ethnic candidates as people from these groups are underrepresented within our team. We also encourage applications from those with lived-experience. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request from info@beloved.org.uk.

Duration: The role is temporary and will terminate upon the return of the postholder from maternity leave

Hours: Hours are negotiable from 8hrs to 12hrs per week, to be worked over 2-3 days between the hours of 9am-5pm Mon-Thu and to be agreed with Operations Manager and Director

Salary: £26,227.50 (Per Annum Full Time Equivalent)
£5,595.20 (8hrs) - £8,392.80 (12hrs) (Per Annum Actual Salary)

Location: The role is office-based

Benefits: 5% Employer Pension Contribution, 28 day holiday entitlement pro rata, plus bank holiday allowance.

Please contact info@beloved.org.uk for an application pack, closing date for applications is 18 April 2026.

Role & Responsibilities:

Team and service support:

- Enable the smooth running of the Beloved office including, IT, office supplies and ensuring Health and Safety is up to date.
- Ensure the frontline team have everything they need to be able to reach the women, managing phone bills, equipment, safety equipment etc.
- Run all DBS checks for the team (including volunteers), ensuring they are up to date and maintaining the correct records and timelines.
- Undertake volunteer coordination, rotas and communications for all outreach activities as planned by the frontline team, including parlour visits.
- Book and organise away days, team lunches and other events.
- Work with the Frontline team to help organise and prepare (and attend if necessary) any frontline events, workshops and trips away.
- Coordinate Easter & Christmas gifts. Ensure gift bag stocks are topped-up and seek out new donations when low.
- Ensure that all frontline staff have the required funds on their expenses cards each week.
- Ensuring all staff expenses are submitted and paid on time with the relevant records being kept for the bookkeepers.
- To effectively embody the culture and values of the charity and to work to ensure this is embedded across the organisation, fully participating in staff prayer and worship times.
- Be available to check in with frontline team as per our lone worker policy

Finance support

- To liaise with payroll and accounting providers, ensuring all financial processes are followed.
- Assist the Operations Manager to create monthly management and annual accounts.
- Communicate with bookkeepers at the beginning of each month, providing all expenses sheets and tracking records, receipts, bank statements and cheques. Answering any questions they may have and providing clear explanations on expenditure.
- Record all petty cash transactions into a database and send to the accountants, oversee any transactions and file receipts/petty cash slips.
- Pay invoices as requested by BACS.
- Check bank accounts weekly for any inconsistencies.
- Scan and send all invoices and receipts to accounting software.

External supporters

- Submit Gift Aid claims.
- Maintain paper and electronic finance and donation filing systems in the office.
- Bank all cash and cheque donations.
- Write thank you letters for financial and other donations.
- Create communications such as a monthly newsletter utilising Mailchimp.
- Assist with the administration and support of volunteers.
- Represent Beloved on occasion at external events.

General compliance

- Managing and keeping Beloved's policies and procedures up to date, maintain a policy review schedule.
- GSuite Administration.
- Ensure all data is maintained efficiently and is GDPR compliant.
- Record and update charity information with the Charity Commission.

Person Specification

Factor	Essential	Desirable
Qualifications	GCSE (or equivalent) grade A-C Maths and English.	A Level or above
Experience/ Knowledge	Experience working in a diverse, administrative culture. Experience of maintaining and managing records. Experience of managing financial transactions, banking, reconciliation, petty cash and other financial tasks.	Experience working in a voluntary sector organisation. Experience of working in a finance environment. Experience in using G Suite.
Skills/Abilities	Excellent communication skills, both written and oral. Ability to work well within a team as well and independently, using your own initiative. Excellent organisational and administrative skills with a highly flexible approach. Ability to work under pressure and multi-task. Able to handle information securely and confidentially.	Prior experience of working on databases.