inHope.
For those who need us most

Finance Officer
(Part time - 15 hours per week)

Reliable – Attention to detail - Loves numbers – Process-oriented – Organised

Do some of the words above describe you? Could you support inHope's mission, using your numeracy and finance skills and expertise to assist with the smooth running of inHope's financial administration?

InHope's Finance and Operations team is looking for a **part-time Finance Officer,** to provide effective support enabling the charity to help thousands of people every year. This new role is being created to work alongside the existing Finance Officer, to help meet the increased finance workload following the charity's recent growth. The role could be suitable for a range of finance experience, from those who want to start a career within finance-based, to those who have existing experience and financial qualifications.

Responsibilities will include recording of income and expenditure transactions and regular bank reconciliation on our Xero accounting software, whilst supporting other financial processes such as Gift Aid claims. Exact responsibilities will be determined in consultation with both the successful candidate and the current Finance Officer.

Reporting to the inHope Finance and Operations Manager, the Finance Officer will be able to work independently, whilst also communicating effectively with colleagues across several sites.

Further information about this role and the Job Description are available via our website: www.inhope.uk/get-involved/work-with-us. To discuss this role, or find out more, please contact: e-mail hr@inhope.uk or call 0117 3301230.

There is an Occupational Requirement for this role to be filled by a practicing Christian. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at www.inhope.uk .

- *Starting salary depending on experience: £10,400 per year (FTE £26,000).*
- *Hours worked per week: 15hrs.*
- *84 hours holiday plus paid Bank Holidays.*
- *Workplace pension with matched contribution of up to 5%.*
- *Access to inHope's Employee Assistance Programme.*
- *This is primarily an office-based role, with an option for hybrid working.*

Applicants:
We welcome and encourage applications from all communities and backgrounds. We particularly encourage applications from those with lived-experience of the insecurities inHope seeks to overcome, e.g. homelessness, food poverty, addiction or abuse.

About inHope:
inHope is an established Christian charity with a broad support base that has been working in Bristol since the mid-80's. We are dedicated to helping those with life-disrupting problems, such as food poverty, homelessness and addiction, to reach their God given potential free from injustice and insecurity.

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inHope (Bristol) Limited, t/a inHope, is a company limited by guarantee, registered in England and Wales, and also a registered charity.
Company No. 2214814 Charity No. 298528 Registered Office: Carpenter House, 32 Stapleton Road, Bristol, BS5 0QY
T: 0117 3301230 ● admin@inhope.uk ● inhope.uk

"The Wild Goose Cafe is a real hope to lots of people; it keeps people alive!" – Wild Goose client

"They're all very kind at the Spring of Hope, they don't judge you and they're really helpful." – Spring of Hope client

Application Process:

You can apply by either:

A. Downloading and completing the [application form available on our website](#), or
B. Submit your CV with a covering letter which addresses the following:
    i. A professional statement saying how you meet the requirements of the role as given in the Job Description and giving examples of how your knowledge, experience and skills demonstrate your suitability for this role; and
    ii. A personal statement saying how your Christian faith has developed over time, and how you see your faith being worked out in practice through the role applied for.

If would like support with completing your application please contact our HR team using the e-mail below or by calling 0117 330 1230 (please select general enquiries).

Your application form or CV and covering letter, must be sent to: HR@inhope.uk by 9am on Monday 22nd September 2025. InHope reserves the right to close applications before this date if suitable applications have been received, so we encourage applicants considering the role to apply early.

Screening conversations / interviews may be held for shortlisting purposes, where deemed helpful.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.