

Dear Applicant

Thank you for enquiring about a vacancy at Wigtownshire Women's Aid.

With this letter you will find;

- Wigtownshire Women's Aid Information Sheet
- Job Description
- Person Specification
- Application Guidance Notes
- Application Form
- Equal Opportunities Monitoring Form

Please complete and return your application in line with the application form guidelines, before the closing date given in the advertisement.

Shortlisting for advertised posts is completed during the week following the closing date and you will receive an email either to invite you to an interview or inform you that on this occasion your application has been unsuccessful.

Applications should be returned by **24th August 2026**. Interviews will take place **17th September 2026**. If this would not be suitable for you, please let us know and we may be able to arrange an alternative date.

Please return your completed application form by email to recruitment@wigwa.org.uk for the attention of Fiona Gaffney.

Thank you and good luck!

Wigtownshire Women's Aid Information Sheet

Since 1987, the demand for Wigtownshire Women's Aid's service has increased considerably and has grown from a handful of volunteers to 15 paid staff. Our team, under the guidance of our Board of Directors and the Business Team, consists of Crisis, Refuge/Safe House, Outreach and Children and Young People's workers. Our diverse staff team come from a range of backgrounds and have brought valuable knowledge, skills and experience to the organisation.

We are a local registered charity who offer refuge, information and support to women and their children (if any) who are being or have been physically, mentally, financially or sexually abused by a partner or ex-partner.

Our aims are;

- To support women, children and young people who are experiencing, or have experienced domestic abuse
- To raise awareness about domestic abuse and its effects on women, children and young people
- To work with relevant statutory and voluntary agencies to improve their policies and practice responses to women, children and young people experiencing domestic abuse

We provide the following services;

- Refuge/Safehouse Service – emotional support, advocacy, practical support in our safe accommodation.
- Outreach Service – support for women who are not in refuge and living in the community by offering one to one or group support and information.
- Children and Young People's Service – support for children and young people either in refuge or in the community.
- Crisis and Prevention Service – respond to initial referrals and signpost within the team as appropriate. Women can drop into the office without prior appointment for emotional support. Facilitate groups and provide practical based training and awareness raising to other agencies and community groups.

Wigtownshire Women's Aid believe in empowerment. This means that we believe our service users and we take them seriously. We discuss available options and let them make their own choices. We are committed to equal opportunities and anti-discriminatory practice in all our work and services.

For further information please visit our website <http://wigwa.org.uk/>



JOB DESCRIPTION			
Role Title:	Finance Administration Worker		
Reporting To:	CEO and Finance Manager		
Location:	Stranraer Office		
Role Purpose:	To support the running of Wigtownshire Women's Aid through providing admin and finance support across the organisation.		
As you will not be working with service users you do not require a PVG. However a satisfactory Disclosure Scotland Level 2 check will be required for this position.			
Salary	£25,875 (pro rata £15,525)	Hours of work	21 per week
Contract	Permanent contract (subject to funding)		
KEY ACCOUNTABILITIES & RESPONSIBILITIES			
<u>Role specific</u> 1. Undertaking general admin duties to support Wigtownshire Women's Aid business team. 2. Dealing with admin enquires via email and phone. 3. Supporting staff with their IT and office needs. 4. Carrying out finance tasks for the finance manager. Including; a. Uploading and filing of invoices and credit notes b. Processing and reconciliation of monthly credit card statement transactions c. Uploading and filing of petty cash receipts. d. Updating the rent and Housing Benefit charges of our service users on our database system. e. Assisting the finance manager with office facilities contracts. f. Monitoring finance inbox and processing emails accordingly g. Assisting the finance manager to identify opportunities for the organisation to achieve their value for money objectives. h. Assisting the finance manager with one off project work including an Annual Report. 5. Being responsible for office stationery and office equipment, ensuring adequate stock is maintained across all sites. 6. Supporting the running of a paperless office across all sites.			



7. Supporting awareness raising through the ordering and distribution of leaflets, posters and merchandise.
8. Supporting the planning of events for the organisation with venue book, invitations, attendee records etc.
9. Providing minute taking at meetings
10. Assisting with HR administration tasks including recruitment, administration and onboarding tasks.

Organisational wide

1. Work in line with WWA values and the SSSC Code of Conduct
2. Positively promote the feminist analysis of domestic abuse.
3. Participate in relevant training, team meetings and development days for continuous professional development.
4. Engage in support and supervision.
5. Promote service user involvement
6. Maintain health and safety
7. Play an active role in awareness raising and fundraising
8. Have a contemporary knowledge of all forms of gender based violence
9. Remain up to date and compliant with all organisational policies and procedures.
10. Comply with data protection legislation, confidentiality and information sharing policy and procedures and any other legislation connected to your work.
11. Some out of hours work required on occasion i.e. an evening for the AGM, or a Saturday for a staff development day.
12. Carry out other duties as reasonably asked by the CEO or finance manager.

COMPETENCIES

1. Proactive

Exploring options. Looking at new ways to do things. Being innovative. Going beyond what is required. Carry out tasks without detailed instructions.

2. Judgement

Makes timely informed decision that take into account the facts, constraints and goals.

3. Co-operation

Works harmoniously with others to get a job done. Responds positively to instructions and procedures. Able to work well with staff, co-workers and managers. Shares critical information with everyone involved. Works effectively on projects that cross teams. Helps to set a tone of co-operation. Seeks opinions. Values working relationships.

4. Communication

States own opinions clearly and concisely. Demonstrates openness and honesty. Listens well during meetings and feedback sessions. Explains



reasoning behind own opinions. Asks others for their opinions and feedback. Asks questions to ensure understanding. Exercises a professional approach with others using all appropriate tools of communication. Uses consideration and tact when offering opinions.

5. Problem solving

Anticipates problems. Sees how a problem and its solution will affect others. Gathers information before making decisions. Adapts well to changing priorities, deadlines and directions. Is willing to take action, even under pressure or tight deadlines.

Recognizes and accurately evaluates the signs of a problem. Notifies line manager of problems in a timely manner.

6. Making a difference

Making a difference to the service users of WWA and evidencing this using our paperwork. Look for new ways to evidence making a difference.

PERSON SPECIFICATION		
	Essential	Desirable
Experience	Experience of providing admin support to a busy service. Experience of dealing with enquiries via telephone and email. Experience of working with databases.	Fundraising experience. Experience of working in a finance role. Experience of working in the voluntary sector or a similar role.
Skills and Abilities	Ability to work under minimal supervision. Ability to work well as part of the wider team. IT skills including word, excel, outlook and teams. Minute taking. Ability to adhere to strict confidentiality and data protection requirements.	Comfortable working with figures.



Qualifications and Knowledge	Knowledge of and commitment to a feminist analysis of domestic abuse. Knowledge and understanding of diversity, equalities and human rights both in legislation and good practice.	Qualification in secretarial or administration or MS Office packages. National 5/Standard Grade in English and Maths. An understanding of the effects of domestic abuse on women, children and young people. Knowledge of the third sector environment.
Values	Committed to the values, aims and objective of Wigtownshire Women's Aid and the SSSC Code of Conduct. Committed to valuing and respecting people and working with diversity. Participation in fundraising. Ability to work as part of a small team and be a good team worker. Be compassionate, empathetic and have the ability to work in a non-judgemental way. Be resourceful and a good problem solver.	

Application Guidance Notes

Please read these notes carefully before completing your application form. This is important as this information will be used at the shortlisting stage to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

If you need this information in another format, or if you need any help or reasonable adjustments to complete or submit your application, please contact us as soon as possible.

General Points

- It is an occupational requirement that applications are open to women only, as permitted under Schedule 9 of the Equality Act 2010.
- Please complete the application form electronically or in black ink.
- CV's will not be accepted in place of a completed application form.
- Please complete all relevant sections of the application form. We will be unable to consider incomplete applications.
- If you need any help completing the form, please contact us before the closing date.

Qualifications and Training

- If your application is successful, you will be asked to provide us with original documentation or other appropriate evidence to support any qualifications or awards you have disclosed in the recruitment process.

Employment Experience

- Please provide details of your employment history, past and present. If you have developed relevant skills through voluntary work, please include them in this section.
- Please ensure you account for any gaps in your education and employment history. You do not need to provide medical or highly personal details, a brief explanation is sufficient. Any information provided will be handled confidentially and only used where relevant to the recruitment process.

Supporting Statement

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, please refer to the job description and person specification for the job.
- It is essential to relate your experience to the information given in the job description by giving specific examples.
- Remember that your skills may have been developed outside of work.
- Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.

Diversity Monitoring

- Wigtownshire Women's Aid is committed to equal opportunities in our recruitment process. As part of our commitment to make equal opportunities a reality, we ask applicants to complete a separate diversity monitoring form to help us monitor the reach and fairness of our recruitment processes.
- Completion of the diversity monitoring form is voluntary. The information will be kept separate from your application, will not be seen by the shortlisting or interview panel, and will not be used in deciding whether to progress your application. It will be handled in line with data protection law and our privacy notice.

Disqualification from working with children or vulnerable adults

If you are disqualified from working with children or vulnerable adults, we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified in the section Criminal Convictions.

Returning the form

- You should keep a copy of the form if possible, as the interview may include questions about the information given.
- Please return your completed application form as instructed in the accompanying letter, by the closing date. Applications received after the closing date will not be considered.



Application Form

Section A: Personal Details

Confidential

Section A will be removed prior to shortlisting.

Post Applied For

Finance Administration Worker

First Name:

Surname:

Home Address:

Post Code:

Telephone No:

Mobile No:

Email:

Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work of Wigtownshire Women's Aid.

Have you ever been convicted of a criminal offence? YES ☐ NO ☐

If yes please provide details;



If successful at interview, you will be required to complete a Protection of Vulnerable Group Scheme membership form on which you will be asked to disclose any criminal offences of which you have been convicted.

Driving License

Do you have a driving license and access to a vehicle?

YES ☐

NO ☐

Please provide details of any driving endorsements (if applicable)

Are there any adjustments that may be needed to be made should you be invited to interview?

YES ☐

NO ☐

Please state what these are (if applicable)

Section B: Experience, Qualifications and Skills

This section will be used for shortlisting purposes so please answer all questions as fully as possible to help you to demonstrate experience and ability for the post you are applying for.

Educational, technical & professional qualifications

You will be required to provide original copies of all educational qualifications that you declare in this section of the application form.



Please provide details and results of any examinations taken. This should include course title, level of study, result and year gained.

Personal Development

Please provide details of any courses, training, membership or voluntary work which you consider relevant to this application.



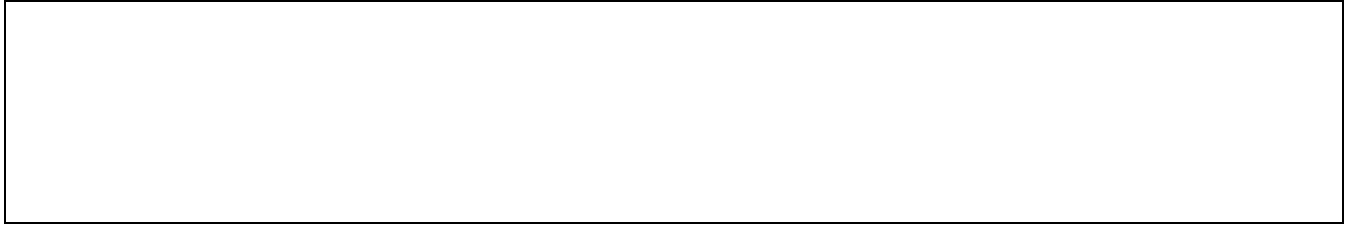
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Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.

Current/ Most Recent Employment

Please tell us about your current or most recent employment.

Employer:	Start date:
Address:	End date (if applicable):
	Job Title:
	Salary:
	Hours per week:
	Notice required:
Brief Outline of Duties, Responsibilities and Key Achievements:	
Reason(s) for Leaving:	
If not currently in paid employment, please tell us what you are presently doing. For example, you may be in voluntary employment, studying or unemployed:	





Employment history (Paid or Unpaid)

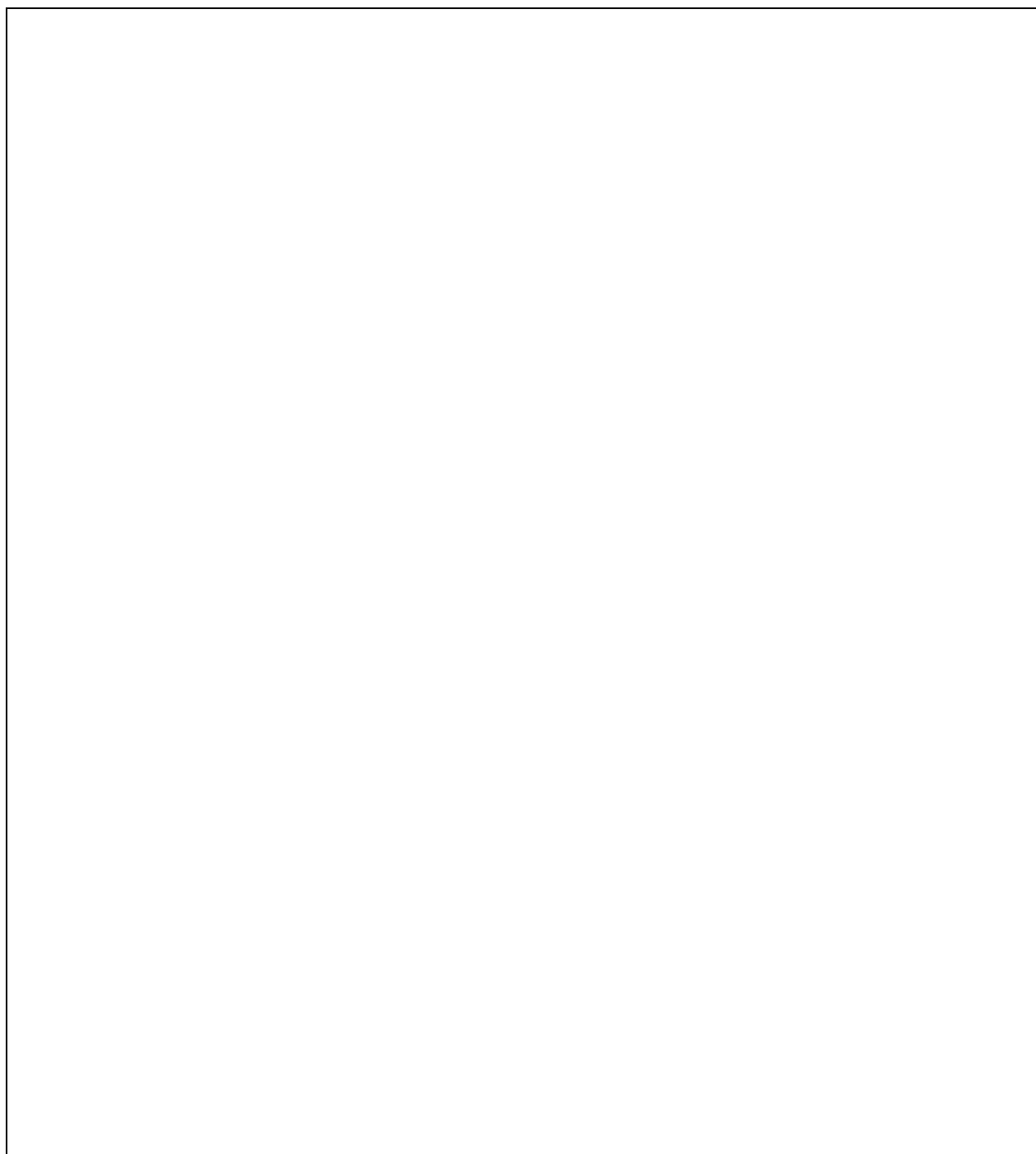
Start Date	End Date/ reasons for leaving	Employer's name and address including post code	Job title, brief outline of duties, responsibilities and key achievements

Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.



Supporting Statement - Relevant Skills, Experience and Achievements

Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. Use additional sheets if necessary. 500 Words





What is your understanding of domestic abuse and the work that Wigtownshire Women's Aid does?

Although this post does not require you to have any involvement with service users, you will be required to undertake basic training on domestic abuse and child and adult protection and also have an empathetic understanding of the work we do. 200 words



References

Please provide the details of two referees, one of whom should be your present or most recent employer. References will only be sought for successful applicants.

First Referee Details	Relationship to you:
Name:	Job Position:
Email Address:	Tel No:
Full Company Address:	
Post Code:	

Second Referee Details	Relationship to you:
Name:	Job Position:
Email Address:	Tel No:
Full Company Address:	
Post Code:	



The Data Protection Act 2018

Wigtownshire Women's Aid will use the information you provide in this application form to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

By signing the application form we will be assuming that you agree to the processing of personal data, in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information contained in this application is correct and complete. I understand that Wigtownshire Women's Aid reserves the right to withdraw an offer of employment or to terminate employment already commenced if the information provided is inaccurate.

Signature: _____

Print Name: _____

Date: _____

Wigtownshire Women's Aid is an Equal Opportunities Employer.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010.



Equal Opportunities Monitoring Form

Wigtownshire Women's Aid is committed to being an equal opportunities employer. You are not required to answer any or all of the questions, but it would assist us in monitoring the effectiveness of our recruitment and selection policy.

The information you provide is for monitoring purposes only and will not be used as part of the recruitment and selection process. This section will be removed before the shortlisting process. The information will be treated in the strictest confidence.

Post Applied For

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Age (please tick)

- ☐ Under 20
- ☐ 20-30
- ☐ 31-40
- ☐ 41-50
- ☐ 51-60
- ☐ Over 61
- ☐ Prefer not to say

Ethnic Origin

A White

- ☐ British
- ☐ Irish
- ☐ Any other White background (please specify)

B Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background (please specify)

C Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background (please specify)

Black or Black British



- ☐ Caribbean
- ☐ African
- ☐ Any other Black background (please specify)

D Chinese or Other Ethnic group

- ☐ Chinese
- ☐ Any other Chinese background (please specify)

E Other Ethnic background

- ☐ Other Ethnic background

F Prefer not to say

- ☐ Prefer not to say

Religion or Religious Belief

- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other
- ☐ Prefer not to say

Do you consider yourself disabled?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Sexuality

- ☐ Bisexual
- ☐ Gay
- ☐ Heterosexual
- ☐ Lesbian
- ☐ Other
- ☐ Prefer not to say

Gender Identity

- ☐ Female
- ☐ Male
- ☐ Other

Transgender

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Thank you for taking the time to complete this form.