



the rainbow centre
supporting people who are homeless, vulnerable or in crisis

Finance Administrator

At the Rainbow Centre, our commitment to making a difference in the lives of those who use our services is unwavering. We provide support, respect, and a safe environment, where we tailor our approach to each individual's needs to find the best treatment and support options.

The Rainbow Centre has been supporting people in Scarborough for nearly 30 years. We provide practical help to people facing hardship through our foodbank, homeless support services, community meals, wellbeing activities and advice services. Every day, we work with people who are struggling with poverty, homelessness, isolation and other challenges, helping them access the support they need and move forward with their lives.

The Finance Administrator will provide financial and payroll administration support to the charity, helping to ensure that financial records are maintained accurately and efficiently.

Our ideal candidate will have excellent organisational skills, strong attention to detail and experience of financial administration, payroll administration and working with confidential information.

Where: Scarborough

Hours: 10 hours per week

Hourly Rate: £13.90

Contract Type: Permanent

About the Role:

- Maintain organised and accurate financial records using QuickBooks.
- Record and monitor purchase invoices, sales invoices, receipts and financial documentation.
- Prepare financial information and supporting documentation for the charity's external accountants.
- Administer payroll processes, including maintaining payroll records and liaising with payroll providers.
- Reconcile financial records against bank statements and supporting documentation.
- Maintain records of grants, donations and other income received.
- Support Gift Aid administration and record keeping.
- Process DBS applications and maintain accurate and confidential DBS records for staff and volunteers.
- Maintain petty cash records and supporting documentation.



The Rainbow Centre | Parish House | Castle Road
Scarborough | North Yorkshire | YO11 1TH

Patrons: St Alan Ayckbourn CBE & Lady Heather Ayckbourn - The Mayor of Scarborough - The Archbishop of York



the rainbow centre
supporting people who are homeless, vulnerable or in crisis

About you

- Ensure confidentiality is maintained in relation to financial and personal information.
- Experience in a finance administration or booking.
- Good working knowledge of QuickBooks or similar accounting software.
- Excellent attention to detail and accuracy.
- Ability to manage confidential and sensitive information appropriately.
- Strong organisational and communication skills.
- Able to work independently and use initiative.

For an informal chat about the role contact Jo Laking on 07861 873052 or email jo@therainbowcentre.org

For an informal chat about the role contact Jo Laking on 07861 873052 or email jo@therainbowcentre.org

Closing date: Thursday 25 June 2026 Interview date: Wednesday 1 July 2026

The Rainbow Centre | Parish House | Castle Road
Scarborough | North Yorkshire | YO11 1TH

Patrons: Sir Alan Ayckbourn CBE & Lady Heather Ayckbourn - The Mayor of Scarborough - The Archbishop of York