

CHARITY Recruit



Case Study

A group of five diverse, smiling older adults are posed outdoors. From left to right: a man with a white beard and glasses in a brown jacket; a man with long white hair and a beard in a blue blazer; a woman with short grey hair and glasses in a maroon jacket; a woman with grey hair and glasses in a tan jacket; and a woman with short grey hair in a denim jacket with her arm raised. A semi-transparent black rounded rectangle is overlaid on the center, containing a quote in white italicized text.

“I’ve had a few interactions with recruitment agencies over the years and this has been a really pleasant experience. It’s definitely been the easiest since I’ve been in the charity sector. I’ve been really impressed with how Charity Recruit handled things.”

Tom Armstrong, CEO,
Burmantofts Community Friends

Key achievements

Charity Recruit was asked to support Burmantofts Community Friends in East Leeds with urgent staffing needs. The charity required immediate cover for a Finance Assistant role, with the potential for the appointment to become permanent.

- Delivered a shortlist of finance candidates with charity sector experience, enabling direct comparison of skills and fit.
- Appointed a Finance Assistant with QuickBooks expertise, ensuring immediate impact and minimal training needs.
- Structured the role flexibly with part-time hours, starting as a temporary placement with potential for permanence.

This appointment gave Burmantofts Community Friends confidence in its financial processes and allowed the CEO to focus on wider organisational priorities.



The Challenge

Building Financial Stability

Tom Armstrong, CEO of Burmantofts Community Friends, explained that the charity had reached a point where additional finance support was essential. The organisation had recently lost its finance worker and needed someone who could step in quickly to manage paperwork, year-end processes and reporting.

The brief required a candidate who could:

- Operate QuickBooks with confidence.
- Manage finance paperwork and input accurately.
- Fit into a close-knit community charity environment.
- Adapt to part-time hours while delivering immediate value.

Tom highlighted the urgency: the Finance Assistant role needed filling within two weeks. The challenge was to find someone who could hit the ground running, work part-time and adapt quickly to the charity's needs.

The Recruiter at Charity Recruit expressed the organisation's requirements:

“Burmantofts needed someone with QuickBooks skills who could step in quickly and adapt to part-time hours.”

The Search



The Recruitment Process

Understanding the urgency, Charity Recruit processed the recruitment with speed, delivering a shortlist within days and an appointment confirmed the following week.

- **Discovery and Alignment:** In-depth conversations with Tom Armstrong clarified the charity's immediate priorities and the need for someone who could step in without delay.
- **Market Knowledge:** Charity Recruit identified candidates with QuickBooks experience and part-time availability which is a niche but essential requirement for this 10-hour-per-week role.
- **Accurate Shortlist:** Two strong candidates were presented within days. Both were capable of meeting the brief, and either could have been appointed.
- **Quality of Candidates:** Both shortlisted professionals impressed in interview, demonstrating strong technical ability, flexibility on hours, and cultural fit with Burmantofts Community Friends.
- **Final Selection:** After much deliberation of both candidates, an excellent Finance Assistant was appointed, starting immediately on a temporary basis with potential for a permanent role.

Tom appreciated the simplicity of the process and the clarity of communication, noting that the agency kept things straightforward and responsive.

Why Charity Recruit?



Why Charity Recruit?

Burmantofts Community Friends chose Charity Recruit for its ability to combine charity sector knowledge with a tailored search process. By leveraging a strong local network, the team ensured the charity had access to candidates who were both technically capable and culturally aligned.

Since joining, the new Finance Assistant has quickly established herself in the role. Her direct QuickBooks experience meant she could contribute from day one, reducing the burden on the CEO and trustees. The appointment has already made a difference, allowing the charity to maintain financial stability while continuing to deliver services to the community.

Tom Armstrong summed up the experience:

“We really liked the way she presented herself, really positive, up for a challenge, ready to roll her sleeves up. It was a close decision, but QuickBooks experience and being local made the difference. We’re pleased with the outcome and impressed with how the process was handled.”

Charity Recruit provided Burmantofts Community Friends with immediate staffing solutions at a critical time. By securing a Finance Assistant with the right skills and cultural fit, the charity was able to stabilise its operations and focus on supporting the local community. The process demonstrated the value of combining sector expertise with a responsive, tailored approach.



We'll help you find the perfect candidate

If you're looking for your next senior leader within
your charity, please talk to us about your requirements.

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