



Supporting refugees, asylum seekers & those with no recourse to public funds

Voices in Exile

Job Description: Finance officer

Job Title:	Finance officer
Responsible to:	Director; Treasurer
Status:	Part-time (0.6FTE/3 days pw)
Contract:	Permanent
Hours:	22.5 hours per week
Salary:	NJC pay scale range SP23 (£28,226 FTE) – SP29 (£33,486 FTE)
Place of work:	Office-based/remote as needed – hybrid working model
Holiday entitlement:	25 days per annum pro rata, with 1 additional day per annum for every completed year of service up to a maximum of 6 additional days

Background:

Voices in Exile is a registered charity that works with refugees, asylum seekers and vulnerable migrants with no recourse to public funds in Brighton & Hove, East and West Sussex. We offer practical and legal support including generalist advice and specialist immigration casework for those who would otherwise be unable to access justice. As part of our holistic approach we also advocate for, accompany and enable people to access services, connect with communities, and develop their own potential through a programme of learning and creative activities. We are working towards becoming an organisation better informed by lived experience, but we are not there yet. Post holders will form a key part of a small, committed team working to develop Voices' services, activities and infrastructure at a critical point of growth for the organisation.

Job purpose:

We are looking for an experienced part-time finance professional to help us maintain and develop our finance systems and governance. You will be responsible for all aspects of the day-to-day finances of the organisation including data entry and reconciliation of transactions; preparation of regular management accounts; budgeting and forecasting; help with preparing annual accounts; and financial support to the Director, Projects and Development Manager and Board of Trustees, including input into strategic financial planning. We actively welcome applications from those with lived and relevant experience – please see the job description and person specification below.

Regular supervision and support will be provided, as well as access to external training on specific issues where needed. However you will need to be ready to step immediately into a small, busy charity environment with the necessary confidence, skills and knowledge to manage multiple and complex funding streams.

Hours can be flexible but will amount to a commitment of 3 days a week or 12 days a month. This post would suit flexible and/or remote working, with occasional office-based working as needed.

Postholders will need to have the right to work in the UK.

Covid-19, hybrid working and what we're like to work for:

Post-Covid and in response to staff feedback we are now developing a long-term hybrid working model to provide staff with the flexibility to work from home and from our office as and when suits as long as this fits with our operational needs. Individual working arrangements can be discussed with your line manager and/or our director.

We will provide the kit (IT and phone) needed to ensure that you can work from home safely and comfortably. We would expect you to have adequate working broadband and data allowance in place at no additional cost to Voices, but are willing to discuss this if it is a barrier for you. Working from home and flexible working arrangements are negotiable and subject to operational need, and will be under regular review.

We would expect and hope that applicants will be fully vaccinated against Covid but will make accommodations if and where practical if this is not possible. We have clear Covid risk assessments, policies and procedures in place and these are reviewed regularly.

We have a work culture that is friendly, welcoming and inclusive, and we take staff wellbeing seriously. Clinical supervision is available and we make time for collective care and peer support within our working hours. We are a learning organisation and are open to hearing about how we can do better.

Staff reporting to this post:

Volunteers

Key responsibilities:

Financial control

- Manage day-to-day financial operations including accounts payable, accounts receivable/grants claims, bank reconciliations, general accounting functions (including petty cash)
- Monthly reconciliation of balance sheet/control accounts
- Maintaining the fixed assets register
- Monthly posting of salary journals with allocation to projects/ funding streams
- Support the director and trustees to ensure a robust internal financial control environment, including input to development of relevant systems, policies and processes
- Overseeing the financial tasks performed by the office administrator

Budgeting and planning

- Support the director and treasurer with the preparation of annual budgets and forecasts
- Support the director with on-going monitoring and revising financial forecasts

- Assist the director and project & development manager with development of budgets, cash flows and costing for grants applications
- Financial evaluation of grant applications and evaluation of financial reports and grant budgets

Management reporting

- Support the director and treasurer with preparation of quarterly management accounts, including commentary on significant areas and variance from budgets
- Support the director and the project & development manager with preparation of donors/funders reports
- Support the director and treasurer in monitoring grants, contracts, restricted and designated funds
- Prepare monthly donation report and quarterly summaries for Gift Aid claims
- Produce other reports and costings as required

Year end

- Support the director and treasurer with preparation of statutory annual accounts including posting prepayments, accruals, depreciation and all balance sheet reconciliations
- Liaising with the external examiner if required

Other duties

- Assist in the implementation of any new systems and processes
- Assisting with the drafting and revising of finance policies and procedures where needed
- Manage and supervise finance volunteers as needed
- Providing finance support and training to non-finance staff including budget holders and project managers
- Any other duties relating to operational finance requirements as needed and appropriate
- Attend regular team meetings & participate in other advice and staff team commitments and meetings as needed
- Participate fully in individual supervision, training, appraisal and collective care and wellbeing
- Work with colleagues in Voices in Exile to maintain and develop our holistic approach and commitment to human rights, community development, diversity and best practice in working with vulnerable migrants
- Carry out other duties as required.

A = Application form
(Please address the relevant points in order)
I = Interview

Please bear in mind that you can demonstrate how you meet these requirements using examples from paid employment, volunteering, lived experience or a combination of all these.

Person Specification	Essential/ Desirable	Assessment Method
Qualifications/level of experience		
1. Fully or part-qualified AAT, ACCA, CIMA or equivalent professional experience	E	A
Experience & knowledge		
2. Experience of working with Xero accounting software	D	A+I
3. Experience of bank reconciliation, purchase ledger and journal processing	E	A+I
4. Experience of preparing budgets and management accounts	E	A+I
5. Experience of managing multiple complex funding streams	D	A+I
6. Experience in accounting for transactions using the Xero tracking function	D	A
7. Experience of working in or with a small charity	D	A+I
8. Good current working knowledge of financial legislation and guidance relating to charities	D	A
Skills & abilities		
9. Ability to use MS Excel to high level (including pivot tables, vlookups, etc.)	E	A+I
10. Strong analytical, problem-solving and numerical skills with high level of attention to detail	E	A+I
11. Good time management skills and ability to manage multiple tasks and meet deadlines	E	A+I
12. Ability to explain, support and guide colleagues and trustees on complex financial matters as well as general support on budgeting etc.	E	A+I
13. Ability to supervise, support and train volunteers	D	A
14. High level of ability with Microsoft Office ICT packages including case management systems	E	A
15. Ability to exercise discretion and confidentiality when dealing with sensitive financial information	E	A+I
16. Ability to apply financial and operational information and knowledge of the organisation to	E	A+I

make recommendations to support management in decision-making		
Other		
17. Commitment to working with migrant and refugee clients	E	A+I
18. Commitment to ViE aims, values and ethos, including working in an inter-cultural, multi-faith environment	E	A+I
19. Commitment to maintaining client confidentiality and delivering a high-quality professional service	E	A+I
20. Right to work in the UK	E	A+I