



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

Voices in Exile

Volunteer Finance Assistant

Background

Voices in Exile is a registered charity that works with refugees, asylum seekers and vulnerable migrants with no recourse to public funds in Sussex and Surrey. We offer both practical and legal support including generalist advice and specialist immigration casework for those who would otherwise be unable to access justice. Our vision is of a world where all people are treated with respect and dignity within a system that is fair and just.

Purpose of the role

This is an exciting opportunity for a dedicated and skilled individual to support the work of the finance officer. Your role will be crucial in ensuring accurate financial records and maintaining transparency in our operations.

What the role involves

- **Bookkeeping:** bookkeeping tasks, including recording financial transactions, managing accounts payable and receivable, reconciling bank statements, and maintaining accurate financial records.
- **Xero Accounting Software:** Working with Xero accounting software to input and manage financial data. Familiarity with Xero is preferred, but full training will be provided.
- **Financial Reporting:** Assist in preparing financial reports, including balance sheets, income statements, and cash flow statements, to provide accurate financial information for decision-making and reporting purposes.
- **Compliance:** Ensure compliance with relevant accounting principles, legal requirements, and internal financial policies and procedures.
- **Collaborative Support:** Work closely with the Finance Officer and other volunteers and team members to provide support and assistance as needed.

We are looking for someone who has the following:

- Minimum AAT Level 2 or equivalent bookkeeping knowledge or studying towards a qualification.
- Some experience in using accounting software, preferably with Xero (or willingness to learn).
- Experience of using Excel and Microsoft Office 365/Teams.
- Attentive to detail and accuracy in financial data entry and record keeping.
- Strong organisational and time management skills to handle multiple tasks efficiently.

- Ability to maintain confidentiality and handle sensitive financial information with integrity.
- Excellent communication and teamwork skills to collaborate effectively with the Finance team and other volunteers and team members.

To volunteer with Voices in Exile you should have an interest in migration issues and a commitment to basic human rights.

Time commitment

- This role requires someone who can commit to 4 hours per week on either a Tuesday, Wednesday or Thursday afternoon.
- To be able to commit to volunteer for a minimum of 6 months.

Benefits and impact

This role will give you the opportunity to:

- make a meaningful impact by supporting the financial management of the charity. Your efforts will directly contribute to the provision of essential services for refugees, asylum seekers, and individuals with no recourse to public funds.
- Work with a qualified accountant and Xero partner.

Support for you in your role:

- an introduction to Voices in Exile and your volunteer role.
- a staff member for one-to-one support and supervision.
- volunteer support group sessions where you can meet other volunteers for peer support and learning.
- reimbursement of reasonable travel and other agreed out of pocket expenses.

Practicalities - due to the nature of this role, we will require you to:

- attend our induction and training sessions
- follow the policies and procedures of Voices in Exile
- give permission for an enhanced Disclosure and Barring check to be made

We welcome applications from people from refugee and migrant backgrounds and people who speak a community language in addition to English, as well as people for whom English is a first language. We would particularly welcome applications from speakers of Arabic, Farsi, Pashto, Dari and Ukrainian.

To apply for this role, please complete our [application form](#). For a Word copy of the form or to discuss this role, contact sue.shaw@voicesinexile.org

Closing date: 29 February 2024