**BRISTOL REFUGEE RIGHTS**

**JOB DESCRIPTION**

**Finance Manager**

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| **Hours of Work**: | 7.5 hours per week |
| **Salary:** | £6,000 per year pro-rata (FTE £30,000) |
| **Place of Work:** | St Pauls Learning Centre, Central Bristol. |
| **Responsible to:** | Director |

**Purpose of job:**

To manage BRR’s financial procedures, and to ensure proper financial recording is undertaken in line with financial regulations and BRR policies. To provide all necessary information to the Director, Treasurer, Board and funders as required, and to work with the Fundraising and Communications Manager on developing the Fundraising Strategy and managing the financial aspects of income generation.

**Responsible for:**

# Under the supervision of the Director, and in liaison with the Treasurer, all aspects of BRR’s finances including book-keeping, budget setting, and financial management and reporting.

# Specific Duties and Responsibilities

* In conjunction with the Director and the Treasurer, to manage and operate BRR’s financial systems and procedures including drawing up budgets and projections including cash flow; producing regular financial monitoring reports; taking action to ensure that budgets are adhered to; and undertaking bookkeeping for the organisation.
* To oversee the Finance Officer’s day-to-day financial tasks, and record keeping and ensure they are being undertaken effectively.
* To work with the Treasurer and Director to produce the annual accounts and to contribute to the annual report, liaising with the Independent Examiner as required.
* With the support of the BRR Director and the Treasurer, to develop and implement BRR’s financial management policies.
* Working with the Director, to set up, maintain and report on BRR’s risk register.
* Overseeing the work of the Finance Officer in relation to payroll, HMRC and pension and providing support and guidance as required.
* Working with the BRR Director, the Fundraising & Communications Manager and other members of the staff team as necessary, to draw up budgets for funding applications and to produce any information required for monitoring reports.
* To work with the Fundraising & Communications Manager on developing the Fundraising Strategy and managing the financial aspects of income generation.
* To support the Director with the development and administration of the financial aspects of the Business Plan and Annual Report.
* To attend the Finance Sub-Committee of the Board of Trustees and to produce reports as required.
* To produce other reports relating to the work as requested by the Director or Trustees.

**BRR General Duties**

* Work within the wider staff team of BRR, attend appropriate meetings, contribute to good communications between staff, volunteers and members and participate in training opportunities appropriate to the post.
* Work within BRR’s aims, objectives and policies. Promote equality and rights for asylum seekers, model positive behaviour and champion BRR’s equal opportunities policy.
* Take appropriate responsibility for safeguarding and health & safety within the relevant legislative and BRR policy frameworks.
* Carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post. Occasional evening and weekend working may be required by prior arrangement.