**Bristol Refugee Rights**

**Finance Manager**

**Person Specification**

**Essential Criteria**

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| **Finance** |
| * AAT Level 4 qualification (or equivalent) or higher * Minimum 2 years’ experience of budget setting and accounts management/book keeping * Experience of using accounting software preferably Quickbooks * Good range of practiced IT skills * Knowledge of the requirements of Data Protection and GDPR * Excellent organizational skills, including planning, and the ability to prioritise to ensure work is delivered on time and to agreed standards * Ability to produce financial reports * Understanding of organisational financial and reporting requirements * Understanding of payroll and pension requirements |
| **Skills** |
| * Experience of producing financial reports and preparing the financial aspects of funding bids * Ability to work effectively with colleagues, Trustees and volunteers * Ability to communicate effectively in English * Understanding of the nature of work in voluntary and community based services * Understanding of and commitment to equality diversity and inclusion * Awareness of, and commitment to, the mission statement, values and objectives of BRR. * Understanding of, and commitment to, safeguarding children and adults at risk. |

**Desirable Criteria**

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| * Fully qualified accountant * Experience of accounts management/book keeping in a charity setting * Knowledge of basic legal framework for financial control and reporting in charity sector * Experience of managing a payroll system * Experience of developing budgets and reporting on funding bids * Demonstrable commitment to human rights, equality, diversity and inclusion, anti-oppressive and anti-discriminatory practice * Understanding of the experience and needs of asylum seekers and refugees |