**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
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| **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.
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**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
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