

FINANCE MANAGER

Recruitment Pack

October 2019



Dear Applicant

Thank you for expressing an interest in the post of Finance Manager. This is a new post for Bristol Refugee Rights. For the last couple of years we have been working with a finance consultancy who have day to day support from our Finance Officer. We feel that now would be a good time to bring the function in-house and have a Finance Manager who is part of our staff team.

Bristol Refugee Rights is a charity that has been running since 2006. Our vision is:

*A society where refugees, asylum seekers and migrants are welcomed, feel safe, live free of poverty and are able to positively build their lives. A society where everyone’s rights and entitlements are respected.*

We work to fulfil this vision through the delivery of unique, direct services to asylum seekers, refugees and some other migrants.We provide a place for asylum seekers and new refugees to meet, obtain advice, receive practical and emotional support and find ways to meet and engage with the wider community. Asylum seekers and refugees commonly experience isolation, deprivation, poverty and social exclusion combined with the implications of negative stereotyping. BRR aims to counter such difficulties through the provision of direct services, a warm welcome, a sense of belonging and the building of trust. One of our members said:

***“They have been so helpful to me and the staff here are so welcoming and friendly. Great place to be.”***

BRR is visited by around 200 asylum seekers and refugees (our members) each week. We are open 3 days a week, offering a range of services; Advice, English Classes, a Community Crèche, activities, a nourishing hot meal, free clothing and food parcels, arts and crafts. All of our services are delivered by 100+ strong diverse volunteer team (both member and non-member volunteers) and an able staff team. We are committed to ensuring our members guide, shape and drive BRR’s work and priorities, wherever possible, which we believe gives our organization a unique atmosphere. What makes BRR unique is the range of complementary services which BRR offers. Staff, volunteers, members and Trustees work together to achieve this. One of our partner organisations said:

***‘There is no other group doing what BRR do in the South West. They plug the lacuna. Their services are absolutely vital and specialist.’***

You can find out more about the work of BRR from our website and from our most recent Impact Report or feel free to contact me if you want to find out more.

If you feel that you could positively contribute to our work we would very much like to receive an application from you.

Yours faithfully

**Beth Wilson, Director**

**Bristol Refugee Rights’ Aims and Ways of Working**

**Safety – Solidarity – Action for Change**

**We work in partnership with others to combat poverty and destitution and to promote social and legal justice:**
We will use an EARLY ACTION approach to working with asylum seekers, refugees and migrants; we will focus on preventing and de-escalating crises through the provision of good quality, early advice, support and information using methods which build resilience, support networks and well-being; as an organisation we will provide stability and strive for sustainability.

**We empower people; promote inclusion and equality of opportunity through the breaking down of societal barriers:**
We will **EMPOWER** asylum seekers, refugees and migrants by giving them information and confidence to access their rights and entitlements and to build their lives; asylum seekers, refugees and migrants will have opportunities to develop and share their talents; we will provide support for them to learn and develop personal and professional transferable skills through a range of opportunities both within and outside of the organisation.

**We ensure the rights and entitlements of asylum seekers, refugees and migrants are respected:**We use **ADVOCACY** to challenge injustice for individuals, and for all asylum seekers, refugees and migrants; members will receive high quality and timely advice aimed at achieving their rights and entitlements and a fair outcome; we will lead and support campaigns for better treatment and for a fairer society; we will never accept the status quo.

**Bristol Refugee Rights Values**

* ***Respect:***We are committed to equality and treating everyone fairly.
* ***Shared humanity:***We are all human beings; we are all global citizens.
* ***Integrity:***We have strong moral principles and act in the interests of people we work with.
* ***Collaboration:***We build, support and encourage partnerships between individuals, teams and organisations*.*
* ***Empowerment:***We encourage people to be stronger, more confident and to claim their rights.
* ***Innovation:***We are adaptable, respond to the changing world around us and strive to be the best we can.

**FINANCE MANAGER – JOB DESCRIPTION**

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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.

**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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