

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post:	Finance & Administration Manager
Responsible to:	CEO
Line Management of:	1
Hours:	24 hours per week
Remuneration	FTE £36,000 per annum (£24,685.71 pro-rata)
Location:	East Oxford
Holiday:	25 days plus bank holidays plus 3 days for Christmas Close
<p>Refugee Resource provides psychological, social and practical support for refugees, asylum seekers and vulnerable migrants to help them heal from trauma and suffering and to build new lives as part of Oxfordshire's diverse community.</p>	
Mission & Values	<p><i>We believe in working compassionately & holistically with refugees & vulnerable migrants to help relieve mental and emotional distress, enable them to rebuild their lives & integrate successfully into their new communities.</i></p> <p>Values: Compassion and empathy; Inclusiveness (client-centred); Flexibility and responsiveness; Non-judgemental and non-condemnatory; Recognition of the intrinsic value of all individuals.</p>
<p>Enhanced DBS check is required for this role</p>	
<p>Purpose of Post</p> <p>The post holder will work closely with the Chief Executive and wider team to maintain and establish effective financial and administrative systems and processes. S/he will be responsible for the smooth running of the office, IT and our financial systems, regularly reviewing policies, processes and procedures to ensure they are fit for purpose and will liaise with the Board about financial issues.</p>	
<p>Key Responsibilities</p> <p>Financial management</p> <ol style="list-style-type: none"> 1. Produce quarterly management accounts and financial reports for the CEO and the Board. 2. Manage timely provision of paperwork and information and quality checking the bookkeeper's work in QuickBooks. 3. Oversee the monthly financial ledger, including profit and loss and balance sheet reconciliations. 4. Conduct monthly cash flow analysis and forecasting as needed. 5. Prepare financial information for funding bids and reports (annually or bi-annually) for various grant funders in collaboration with the CEO and Fundraising Leads. 6. Work closely with auditors in drafting annual statutory accounts. 7. Monitor tax, regulatory and compliance issues, including Gift Aid reclaim. 8. Develop and document business processes and accounting policies with the CEO and management to reinforce internal controls. 9. Work with trustees to ensure timely filings with the Charities Commission and Companies House, including annual returns. 10. Manage bank accounts and oversee any investments. 11. Maintain and optimise our accounting system for efficiency and effectiveness. 12. Liaise with our payroll provider to manage payroll and pension provisions. 13. Work with the Treasurer on monthly financial processing, overseeing employee expense claims and handling invoice and salary payments. 	

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Administrative and Operational Responsibilities:

1. Manage the relationship with our landlord, ensuring the efficient operation of our premises and overseeing rental contracts.
2. Oversee administrative systems to ensure the smooth running of the office.
3. Manage the relationship with our outsourced IT provider, ensuring that requirements are met, and that IT hardware and systems are serviced and maintained up to date.
4. Support the recruitment and induction processes, including granting system access for new hires and managing the removal of access for departing employees.
5. Maintain contracts and assets register.
6. Provide administrative support for the CEO, including tasks such as reviewing contracts and insurance policies, and taking minutes for Finance Committee or Management team meetings.

Management and strategy

1. Work with the CEO and Management Team, as needed, to provide advice on strategic planning and budgeting from a financial standpoint.
2. Working with the CEO, lead on the development of the annual budget based on strategic priorities, trends and projections. Assist the Management Team in creating a strategic business plan to ensure the financial health and sustainability of the organization.
3. Act as the primary contact for the Board regarding financial matters, including financial reporting.
4. Provide line management and supervision for the Booker keeper and line reports, offering performance management support and setting clear guidelines and expectations for the role. Provide day-to-day direction to ensure high performance.

Miscellaneous

1. Take personal responsibility for continuous learning and professional development.
2. Provide leadership by exemplifying positive behaviours for the staff team.
3. Maintain a basic knowledge and understanding of issues impacting refugees and asylum-seekers, as well as mental health issues.
4. Adhere to the organisation's policies on data protection, confidentiality, health and safety, and safeguarding children and vulnerable adults.
5. Undertake any other duties as required from time to time, aligning with the nature of the post.

What we will do to support this role

We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard
- A full induction

Review Arrangements

This job description reflects the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Where required, Refugee Resource reserves the right to amend this job description as necessary, to reflect any changes to the job.

Refugee Resource is an equal opportunities employer and is committed to promoting equality and social inclusion.

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EMPLOYEE NAME	
SIGN	
DATE	

MANAGER	
SIGN	
DATE	