

Finance Manager

Role title: Finance Manager

Salary range: £35,000 - £40,000 pa (depending on accreditation and experience)

Hours: Full time (37.5 hours per week) or part-time (0.6-0.75 FT) for an outstanding candidate

Contract: Permanent.

Annual leave: 31 days (28 days + 3 days Christmas closure)

Location: London hybrid

Reporting to: COO

About the Work Rights Centre

Work Rights Centre is a charity founded by migrants, and for migrants. Every day our multilingual team of advisers support beneficiaries to stand up to unscrupulous employers, apply for jobs, access benefits when they're struggling, and secure their immigration status. Since our foundation in 2016 we have supported over 5,000 individuals, recovered over £170,000 in unpaid wages, and helped more than 750 EU citizens to secure their status in the UK after Brexit. We're just getting started. We're looking for a colleague to support our frontline team by providing triage and enabling efficient allocation of time in resources, and to support the delivery of key projects.

About the role

The primary purpose of the Finance Manager is to ensure smooth running of our small but fast-growing charity by taking ownership of the charity financial function and records, as well as providing financial management support to the COO. This is a varied and hands-on role where you will be responsible for both maintaining accurate Quickbook records, including monthly reconciliation, and producing regular management accounts reports. On the financial management side, you will monitor cash-flow and spend against grant and organisational budgets. On the same day you might be supporting the COO with creating a budget for a new project, issuing invoices or processing staff expenses.

Responsibilities

1. Financial planning and management

- Support the COO with preparing the annual budget and tracking the charity spend against the organisational budget
- Monitor cash-flow and financial sustainability of the charity
- Forecast spend on each of the restricted grants and supporting the COO with reporting to funders on grant spend

- Prepare quarterly Trustee Financial Summaries and management accounts for the Board meetings
- Facilitate preparation and independent review or audit of annual accounts
- Support the COO with regularly reviewing charity's financial policy and procedure to ensure that appropriate financial controls are in place
- Support the COO with creating grant budgets for new projects and funding applications

2. Bookkeeping and accounting

- Maintain monthly book of accounts on accruals basis in Quickbooks
- Complete balance sheet reconciliations on a monthly basis including associated journal entries
- Manage and maintain an effective fixed asset register with depreciation
- Manage Soldo balance and ensure all staff expenses are correctly recorded
- Process expenses for staff without Soldo cards
- Maintain accurate records of payment receipts and issue invoices
- Allocate expenses to each restricted grant as per forecasting tool
- Issue invoices and ensure payments are received in timely manner
- Initiate all payments via bank, including monthly payroll
- Collect, count and bank cash London office donations on regular basis
- Process Gift Aid submissions for direct donations and liaise with People's Fundraising

3. Payroll and HR

- Liaise with the payroll provider on a monthly basis, including checking and approving payslips
- Assist in new employee and volunteer enrolment, including contract admin and setting up accounts with payroll and pension providers
- Calculate annual leave allowances and ensure holiday management system is up to date
- Liaise with the pension provider to ensure contribution schedules are correct and timely

Skills and Experience

This position is suitable for someone with the following skills and experience:

Knowledge and experience

- Accounting qualification (ACA, ACCA or AAT Level 4) or equivalent professional experience
- Substantial experience in charity bookkeeping and accounting, especially in relation to managing restricted funds
- Knowledge of statutory requirements of financial management in relation to SORP
- Experience in producing financial reports using Excel

Skills

- Working knowledge of QuickBooks accounting software
- Strong numerical and data analysis skills
- Strong written and verbal communication skills
- Advanced IT skills, including use of Microsoft Excel for financial reporting

- Exceptional organisational skills and attention to detail
- Business planning and financial forecasting (desirable)

Personal attributes

- You can show initiative and build rapport and trust to work across an organisation
- You are a natural problem solver and always looking to learn new skills
- Enthusiastic and proactive, you are self-motivated by a strong sense of justice
- You are committed to the values and mission of the Work Rights Centre

Work Rights Centre is a charity founded by migrants and for migrants and vulnerable Britons. We welcome applications from all members of society, and we encourage applications from those with lived experience of issues we seek to address - in-work poverty, working in unscrupulous or unsupportive environments, or the immigration system.

How to apply

Please send a CV and cover letter to magda.saniuk@workrightscentre.org by 7th April 2023. Successful candidates will be notified shortly after the deadline. We seek to appoint a candidate as soon as reasonably possible. We can accommodate hybrid working and will provide training by the current post holder to ease their transition into the post.