



African Rainbow Family

CHARITY FINANCE OFFICER

- Job Title:** Charity Finance Officer.
- Location:** A mix of working at home and/or the office is desirable. Open to flexible working arrangements from anywhere in England with some travel including to funders' meetings. **You'll be entitled to Time Off in Lieu (TOIL).**
- Hours:** Part time: 2 days / week, 9:00am – 5:00pm or as agreed). Full Time: 37.5 / week.
- Salary:** £28,000 - £30,000 per annum depending on experience. Pro-rated: £11,200 for 2 day. Subject to annual cost of living review.
- Annual Leave:** 28 days annual leave including Bank Holidays. Pro-rated: 11.2 days per annum.
- Contract:** 1 year fixed term contract with possibility of extension depending on funding availability.
- Reporting to:** Chief Executive Officer.
- Closing date:** 23:59hrs, Friday, 29 September 2023.
- Interview date:** Week beginning Monday, 16 October 2023.

[African Rainbow Family](#) is looking for a dynamic Finance Officer to be responsible for the smooth running of all aspects of the financial management of African Rainbow Family. We are a small, specialist team of campaign and advocacy professionals based around the UK, working with an extensive network of frontline partners to advocate for progressive change in the asylum and immigration system. In addition to the Chief Executive Officer, the team are based in Birmingham (covering the West Midlands), Leeds (covering Yorkshire and Humber), Manchester (covering the North West), London (covering the South of England) and Cardiff (covering Wales). We are looking for a motivated and enthusiastic person to join our small but dedicated refugee support team.

- The Finance Officer will be involved with all aspects of the charity's financial operations. The successful applicant will process purchase invoices, pay grants to the

Trust, deal with supplier queries, process approved staff expenses claims and assist with all finance matters where necessary.

- This role would suit a candidate who is qualified or part-qualified in a finance role and has some experience working within a charitable organisation. You will have experience of working with accounting software (QuickBooks is used by the charity), excellent IT skills, including database work and intermediate Excel, and experience of working independently in an office environment.

Overview of role

The successful candidate will work to achieve the purpose of this post, to:

- Provide sound financial advice to the African Rainbow Family's Chief Executive Officer, Board of Trustees and others.
- Provide a high quality and effective financial management service to the charity
- Prepare, develop and analyse management accounting information
- Ensure compliance with all relevant financial statutory and regulatory matters.

We welcome applications from people of all abilities/disabilities and backgrounds as we believe that each person brings their own valuable experiences to what we do. We encourage people with lived experience of the UK asylum system to apply. The successful candidate must have the right to work in the UK.

Get to know us...

African Rainbow Family is a small grassroots registered Charity (No. 1185902) which has been supporting LGBTIQ+ refugees and those seeking asylum through the asylum and immigration process and campaigning for their rights since 2014. This includes people of African heritage, the wider Black Asian Minority Ethnic groups and anyone that identifies as an LGBTIQ+ refugee or seeking asylum. We provide peer support, advocacy, advice, information and counselling.

African Rainbow Family was established in 2014 by a lesbian in the wake of some Commonwealth countries in Africa's toxic and draconian anti-gay laws; persecutions and environment which seek to criminalise LGBTIQs for the preference of whom they choose to love. African Rainbow Family provides:

- Support For LGBTIQ Refugees and People Seeking Asylum
- Support communities who face constant harassment, hate crimes and discrimination heaped on them by an ignorant society because of their sexuality or sexual preferences and or gender identity.
- Campaigning For Global LGBTIQ Equality.

Since it was established in 2014, African Rainbow Family has played a significant role in bringing about positive change for refugees and people seeking sanctuary in the UK. We are a catalyst and convenor of collaboration and joint action. Our work helps strengthen collective advocacy on asylum reform and bridges the gap between policy and the reality on the ground. We became a charity in late 2019 and have ambitious plans for the future as we seek to maximise the potential of our collaborative campaigning and communication model and identify opportunities for change at local, regional and national levels, in a challenging external

environment. Our main office is in Manchester with 4 other centres in Leeds, Birmingham, London and Cardiff. **This job role is flexible with some office presence, some travel to all of our centres, including to partner meetings when required. This is a position which may include some evening and weekend work for meetings and events.** A mix of working at home and/or the office is desirable.

Benefits include:

• 28 days annual leave including Bank Holidays.	• Generous pension scheme.
• Equipment to support your work.	• Salary review.
• Development and growth opportunities.	• Paid 2 duvet days a year.
• Paid staff day off on their birthday.	• Friendly supportive team.
• Free parking at our office.	• Employee reward scheme
• Employee Assistant Programme - wellbeing support.	• Paid sick leave after 6 months.
• We are an accredited Living Wage Employer.	• Cost of living crisis support.

Attachments

- Job description and person specifications
- Application and equal opportunity forms
- Policy on the Recruitment of Ex-Offenders

HOW TO APPLY: Please read the job description and person specification. Email your completed application form and optional monitoring form to recruitment@africanrainbowfamily.org. For more information on this role or for an informal discussion please contact Aderonke Apata, Founder and CEO: 07939239643. If you know of someone who might be interested in this vacancy, please ask them to get in touch.

The successful applicant will be required to undergo a basic DBS check and to disclose all non-protected criminal records at the point of conditional job offer.

The closing date for applications: Friday, 29 September 2023.

Interviews will be held in person: Week beginning Monday, 16 October 2023.

We are sorry that we are unable to provide feedback to unsuccessful candidates.

The vision

To support our business-critical functions, make a big impact on the effectiveness and efficiency of our charity.

JOB DESCRIPTION

As our Finance Officer, here's a taste of what you will do:

- **Financial administration:** Liaising with our accountants, you will oversee the processing of purchase and sales invoices, expenses claims, and bank reconciliation. You will also process Statutory Instrument Trackers, invoices and subscription renewals, and help keep our CRM system up to date.
- **Membership administration:** You will process membership applications and renewals, respond to queries and ensure that our membership records are updated.
- **Office administration:** You will liaise with our suppliers, and generally help ensure the smooth running of the finance and accounting section of our charity. You will ensure our financial operational records, policies and procedures are kept up to date. Occasionally, we may need you to provide support for the Chief Executive Officer and other staff, such as booking accommodation and travel or ordering items for the charity.
- **Database administration:** In addition to updating our CRM system, you will support colleagues in developing and updating our marketing database for our events and services (for example the Statutory Instrument Tracker® and procedural training programme).
To be successful in this role you will need to ensure prompt and accurate data input, be capable of investigating and resolving discrepancies, and meet crucial deadlines while also fostering positive working relationships both internally with colleagues and externally with customers and suppliers. The ability to multi-task and juggle priorities is essential.

Key tasks and responsibilities FINANCIAL MANAGEMENT Budgets

- Prepare and update annual income and expenditure budget in consultation with the Chief Executive Officer and other officers.
- Monitor the budget against actual and in relation to approved expenditure and to take up any major variations in budget expenditure through the Chief Executive Officer budgets and reconcile any differences.
- Involvement in strategic and business planning projections with the Chief Executive Officer and other officers.

Accountancy and Bookkeeping Systems

Maintenance of all accounting records on an ongoing basis to include:

- Manage all income and expenditure processing
- Maintain and improve bookkeeping and accountancy systems (both on QuickBooks and Excel spreadsheets) including:
 - Bank reconciliations
 - Cash management
 - Income and grant analysis
 - Bank receipts and payments
 - Purchase approval and recording processes

Reports

Produce regular management information so that key officers and trustees know how well the charity is performing against its budget. To include:

- Prepare the statutory accounts of the year-end audit and liaise with External Examiners
- Provide regular monthly management financial information (including management accounts and cash flow forecasts) for the Chief Executive Officer
- Quarterly financial reports for the Board of Trustees including detailed analysis of income and expenditure

- Reports on individual activities including grants (restricted and unrestricted), and donations (financial and in kind)
- Reports on and monitoring of recovery of and correspondence with debtors.
- Ensuring filing Annual Return to Charity Commission

Bank and Treasury Management

- Management in connection with cash held by the charity.
- Manage cash flow to ensure that the level of interest received is as high as possible and that bank charges are kept to a minimum where applicable.

Fundraising

- Ensure that the most tax-efficient solution is applied to fundraising income through gift aid and other schemes.
- Assisting with applications for funding ensuring that all grants, sponsorship and donations are paid on time and the financial conditions are met
- Maintain banking records for all funds and ensure correct allocation of funds to charities.
- Maintain records and ensure compliance with all grants requirements in relation to all funders.

COMMUNICATION & CO-ORDINATION

- Ensure the efficient circulation of financial information as needed including that required from external advisers e.g. External Examiners, Auditors etc
- Liaise with and advise the Chief Executive Officer and others as appropriate on all financial matters.
- Liaise with and maintain a good working relationship with Chief Executive Officer, Funding Officer, External Examiners and Auditors.
- Attend Trustee meetings as required to provide information and analysis.

PROFESSIONAL/TECHNICAL

- Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation
- Maintain and monitor the Internal Financial Procedures policy document and make recommendations on best practice, good governance, policies and procedures and implementing same.

ADMINISTRATION

- Undertake all finance related administrative tasks ensuring orderly filing of electronic (QuikBooks, One Drive) and paper documents.

OTHER

- Contribute to the Risk Register on financial matters
- Keep abreast of current legislation and practices also, best practices with peer organisations and preparing reports and recommending procedures for Chief Executive Officer.
- Work closely with the Chief Executive Officer and other colleagues as part of a mutually supportive team.
- To carry out other duties appropriate to the post as requested by the Chief Executive Officer.
- Work with the Chief Executive Officer and other team members to develop effective management systems and working practices that make best use of human and financial resources.
- To comply and carry out duties with regard to all policies and procedures of the charity.

PERSON SPECIFICATION

FINANCE OFFICER

African Rainbow Family is an equal opportunities and Living Wage employer, committed to providing equal opportunities regardless of race, marital status, gender, sexually, disablement or age (up to 66). The person specification is designed to help members of the interviewing panel judge the qualities of the interviewees in a systematic and consistent way, in accordance with African Rainbow Family's equal opportunities policy. This information is given to all job applicants.

Assessment code:

A= application I = interview ST = skills test

Essential

Specialist accounting and Technical skills	Qualified, for example ACA, ACMA, CIPFA, CIMA, DoChM	A/I
	Thorough practical up-to-date understanding of management accounting principles and techniques.	A/I
	Experience and understanding of: <ul style="list-style-type: none">• Production of annual statutory accounts including year-end reconciliation.• Charity accounting and SORP• Production of management accounts and financial reports and analysis.	A/I/ST
	Experience of monitoring cash management in a non-profit environment.	A/I
	Experience of managing the audit process.	A/I/ST
	Experience of compiling funding application	A/I

Communication & Co-ordination	High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues and volunteers.	A/I
	Used to working in a demanding environment and providing accurate and timely information to a high standard.	A/I
	Keen to work with a hands-on approach. The postholder will be in sole charge of all transaction processing and accounting.	A/I
	Ability to work without close supervision and meet service standards and targets.	A/I
	Strong organisation skills and able to deal with competing priorities.	A/I
	Excellent analytical skills and ability to think strategically	A/I
Information Technology & administration	Experience of computerised accounting and bookkeeping (preferably QuickBooks) and advanced Excel and a proactive approach to improving systems.	A/I
	Ability to maintain effective systems with limited admin support.	A/I
Sector experience	Must have minimum of 3 years relevant Charity/not for profit experience.	A

Desirable

- Knowledge of the funding situation in the UK, including an understanding of the social, political and human rights issues.
- The ability to write content for a variety of media.