



Nottingham & Nottinghamshire REFUGEE FORUM

Post: Senior Finance Officer

Status: Permanent

Hours: 18.5 hours per week with a view to increase

Base: NNRF, The Sycamore Centre, 33a Hungerhill Road, Nottingham, NG3 4NB ,

Salary: £25,000 per annum (pro rata)

Responsible to: Director

Job Purpose: To ensure good quality financial management and reporting.

Specific responsibilities:

- To ensure quality financial procedures are developed and followed by all
- To line manage and oversee the work of the Finance Officer
- To prepare and analyse monthly management accounts
- To produce financial information to assist SMT, the Finance Committee and the Board of Trustees to make decisions
- To prepare and maintain short term and long term cash flow forecasts
- To oversee and prepare budgets and forecasts for accounts maintained and to provide advice and support to budget holders
- To develop systems that ensure the correct allocation of overheads and recharges to projects.
- To oversee the monthly payroll for all employees
- To support the preparation of the year end statutory accounts
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the post-holder

Person Specification

The successful applicant will be able to demonstrate their experience, knowledge and skills in the following areas:

E is essential , D is desirable

Experience:

- Strong financial Management experience, including management accounts preparation E
- Experience of developing and maintaining quality financial procedures and controls E
- Experience of finance work in the charity sector with limited resources D
- Experience of preparing financial reports with commentaries E
- Experience of payroll E
- Line management experience D

Knowledge/Competencies:

- Oversight of charity group accounts E
- Strong organisational skills, a self-starter who can effectively manage their time and conflicting priorities; E
- Able to use QuickBooks or similar accounting package E
- Good Excel skills E
- Excellent verbal and written communication skills E
- Understanding of working with volunteers D

Education/Training:

- AAT (final year) or equivalent E

Behaviours:

- A warm, empathetic manner and the ability to be supportive of staff and volunteers and welcoming to visitors and those using the Centre; E
- Ability to work collaboratively as part of a team working in co-operation with staff and volunteers from both the host community and the diverse asylum / refugee communities to support asylum seekers and refugees; E
- Highly organized and flexible in attitude E

Closing date: Thursday 21st February 12 noon