

Women for Refugee Women Finance Manager (Operations)

Job Description

Location: Old Street, London (Hybrid) ** Please note that we are based in Tindlemanor, a women-only building.*

Accountable to: Co-Director

Salary and hours: £44,289 - £49,339 pro rata (dependent on experience), 21 hours per week, plus benefits

Length of contract: Permanent

Purpose of the role: Working alongside the other Finance Manager (job-share partner) and the Co-Director, this role is responsible for ensuring the charity's finances are effectively managed and that financial records are accurate and up-to-date. The postholder will collaborate closely with their job-share counterpart; together, they will be jointly accountable for the smooth operation of the organisation's financial systems, while maintaining clearly defined areas of responsibility.

This role has a primary focus on the operational delivery of finance functions, including day-to-day processing and book-keeping related to income. It will ensure robust financial controls, accurate record-keeping, and efficient financial processes, supporting Women for Refugee Women to operate effectively and maintain strong financial discipline.

Key responsibilities

Finance Administration

- Together with the Finance Manager (Strategic) and the Co-Director, ensure that the charity's finances are well managed and accounts are kept up to date.
- Maintain overall responsibility for accounts receivable, and support the Finance Manager (Strategic) with accounts payable.
- Working together with the Finance Manager (Strategic), ensure all income and expenditure is entered onto the electronic book-keeping system

(currently Quickbooks) accurately and in a timely manner, and assigned to relevant funds in accordance with funders' requirements and restrictions.

- Ensure all donation details are correctly entered into the Donorfy fundraising database.
- Ensure imported data in the accounting systems reconciles accurately with recorded transactions, and produce bank reconciliations as needed.

Finance Management

- Implement and monitor day-to-day financial controls, ensuring all processes meet audit and internal control standards. Ensure proper document storage, coding and audit trails for all transactions.
- Support the Finance Manager (Strategic) in reviewing and updating operational finance procedures and ensuring organisation-wide compliance.
- Working closely with the Finance Manager (Strategic) and the Co-Director, support improvements to finance systems and workflows.
- Act as a bank signatory where appropriate.

Income Management

- Ensure that all grants and other income due to the charity are received and managed in line with funder conditions and restrictions.
- Issue and track invoices to ensure all income owed to the charity is collected promptly.
- Ensure all cheques / cash income received is deposited into the current account in a timely manner.
- Support fundraising and individual giving colleagues by providing accurate, timely financial information on a weekly basis to strengthen donor stewardship and reporting.
- Maintain accurate records of Gift Aid declarations made. Prepare and submit regular Gift Aid claims to maximise eligible income.
- Maintain accurate records of gift-in-kind and pro bono donations, organisational assets and restricted funds.
- Ensure all income is recorded consistently across both the financial system and the fundraising database, working closely with the Individual Giving Manager to ensure alignment and information flow.

Operational Reporting & Support

- Provide financial administration support across the organisation, including for delivery teams and fundraising colleagues.
- Work closely with the Finance Manager (Strategic) to ensure accurate information flows between operational processing and financial planning/reporting.
- Provide responsive support to staff, helping them navigate finance processes confidently and consistently.
- Support the Finance Manager (Strategic) to prepare quarterly financial updates and Management accounts, as well as annual financial statements.
- Support the Finance Manager (Strategic) and Co-Director with payroll, pension reports and human resources management when required.
- Attend the quarterly Finance & HR committee meetings and contribute to preparing papers as needed.

General

- Undertake any other duties commensurate with the post.
- Support wider organisational activities as needed, including on occasion in the evenings or at weekends.
- Meet regularly for line management, supervision and appraisal with the Co-Director.
- Identify own training needs and undertake relevant training and development, approved by the Co-Director.

Personal Specification:

Essential

- Experience working in a financial operations, accounting or book-keeping role
- Experience maintaining accurate financial records, conducting reconciliations and producing management accounts.
- Experience of using accounting software (e.g. Quickbooks, Xero) and Microsoft Excel.
- Familiarity with maintaining high-standard accounting practices and requirements.
- Excellent attention to detail and accuracy.

- Highly organised with ability to prioritise routine financial cycles and manage multiple deadlines.
- Strong communication and collaborative skills (role is part of a job-share).
- Ability to maintain confidentiality.

Desirable

- Professional accountancy qualification.
- Experience of charity book-keeping and accounting. ---.
- Experience with Gift Aid processing.
- Experience of using Donorfy or a similar fundraising CRM.
- Familiarity with UK accounting standards, particularly FRS 102 and Charities SORP.
- Experience supporting accounts preparation in line with the Charities SORP and filing of annual returns.
- Personal experience of seeking asylum in the UK.

**Please note you must have the right to work in the UK.*

Apply for the role

Please apply via CharityJob and submit:

- a covering letter (max 2 sides) detailing your interest in the role and how you meet the requirements
- a copy of your CV.

Deadline for applications: 8.00 am on Monday 8th June.

Interview Date: Monday 15th June.