



 AidBoxCommunity

Aid Box Community

Charity Finance Officer

Location: 27, Portland Square. Bristol

Closing Date: 8th July midnight

Start Date: ASAP

Duration of work: 2 days a week (preferably over 3 days Tues, Wed, Thurs some remote to be agreed)

Salary: £28,500 Full time equivalent

Aid Box Community provides support, supplies and sanctuary to over 5000 refugees and people seeking asylum in Bristol. Our Welcome Hub is a safe space where people can come to be part of our community, for a chat and a cuppa, signposting to our partner services or just to escape isolation and build friendships. We also have a Free Shop where we provide a choice of free, quality items donated by the public - from clothing, toiletries household toys, to electrical items. We run a Connections program connecting people for friendship, Women's and Men's Activity Groups and hold a crisis fund and bus fund. All with loads of Love and Hope.

We are a small staff team supported by a huge team of amazing volunteers and donors. We are passionate about improving the lives of our service users, proactive and creative and looking for someone with great attention to detail, charity management and finance experience.

Our vision is that the rights of refugees and those seeking asylum are respected so that they have the opportunity to achieve financial and emotional independence.

Our mission is to provide a warm welcome to people seeking asylum in Bristol and to offer the support they need to access living essentials, emotional support, recreation, shelter, community, legal advice, health care and employment.

Our Values are to welcome all displaced people regardless of their faith, race, ethnicity, culture, age, disability, gender and sexuality. Treat everyone with respect, compassion and love and seek to offer hope, advocacy and a space to belong.

Job Description:

The Finance Officer will have a wide variety of financial management and control tasks from day to day bookkeeping to filing year end accounts. They will formally report to the Director of Strategy and liaise regularly with the Board Treasurer.

Role Overview

The Finance Officer is responsible for the smooth running of all day-to-day aspects of the financial management of Aid Box Community (ABC):

- Provide a high quality and effective financial management and bookkeeping service to the charity.

- Prepare, develop and analyse management accounting information and reports, including a standard suite of monthly reports and ad-hoc reports as required by the Charity.
- Ensure compliance with all relevant financial statutory and regulatory matters relevant to the Charity.
- Liaison with the external Auditor in preparing and getting approval and sign off of the annual statutory accounts.

Key responsibilities:

The postholder will advise the charity on all matters relating to the finance of the organisation and provide management information for the Board of trustees. They will also be expected to contribute to future strategy, business planning, year-end accounts, monitoring of budgets and performance, and full adherence to all financial policies and procedures in accordance with the Finance Manual. Duties include:

Financial Management

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 computerised and manual) including:
 - Bank reconciliations.
 - Cash flow management.
 - Income and grant analysis (restricted and designated funds).
 - Bank receipts and payments.
 - Purchase approval and recording processes.

Accounts payable

- Process purchase invoices in an accurate and timely manner.
- Respond accurately and efficiently to queries from suppliers and colleagues regarding payments
- Manage the Finance email inbox ensuring emails are dealt with in a timely manner
- Ensure Petty cash via Soldo Card is available and monitored
- Process staff expenses, ensuring compliance with policy
- Access and administer online banking
- Pay roll, pay salary and staff costs

Accounts Receivable

- Control and Monitoring of restricted funds including detailed records of spend allocation of funds and remaining balance.
- Accurately accounting for all income receipts monthly including donations from individuals and organisations and grants and claiming any appropriate Gift Aid.

Budgets

- Monitor the budget against actual and investigate any major variations in budget.
- Involvement in strategic and planning projections with the Director of Strategy.

Reports

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

- Provide regular monthly management financial information (including financial highlights/budget against actual/restricted and unrestricted funds/fund movement summary/fund balances/balance sheet) for the Director of Strategy and Board of Trustees.
- Quarterly financial reports for the Board of Trustees including detailed analysis of income and expenditure.
- Assisting with fundraising applications and reports.

Annual Financial Audit

- Liaising with the external accountants for Annual Financial Accounts and Annual Review preparation before presenting to the Board annually for approval alongside the Director of Strategy.
- Filing Annual Return to the Charity Commission.

Bank and Treasury Management

- Treasury management in connection with cash and investments held by the charity.
- Manage cash flow and ensure that bank charges are kept to a minimum.

Fundraising

- Assisting with applications for funding ensuring that all grants, sponsorship and donations are paid on time and the financial conditions met.

Communication and Coordination

- Ensure the efficient circulation of financial information as needed, including that required from external advisers, e.g., auditors.
- Liaise with and advise the Director of Strategy and others as appropriate on all financial matters.
- Liaise with and maintain a good working relationship with bankers, accountants, auditors and donors.

- Liaise and maintain a good working relationship with volunteers, staff and Board of Trustees.
- Attend staff and Trustee meetings as required to provide information and analysis.
- Understand confidentiality in accordance with GDPR.

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.

Experience, qualifications, and requirements

Qualified or part qualified Bookkeeper or with considerable experience in a similar role preferably in the charitable or not for profit sector

We are looking for candidates with a passion for supporting and or lived experience of the challenges faced by asylum seekers and refugees in the UK, this role requires great attention to detail and excellent organisational skills preferably you will have financial management experience at management level and experience of working and managing finances for a charity.

Essential experience	Desire experience
<ul style="list-style-type: none"> • Financial management experience • Experienced Financial administrator • Experienced Bookkeeper • Strong numerate skills with acute attention to detail. High level of attention to detail • Willing to learn and be adaptable to the changing needs of a small and dynamic charity • Be an open and honest team player who is passionate about what we do and the impact we make • Familiar with our tools: Expertise in all Microsoft Office applications, especially Excel and Teams, • Familiar with QuickBooks • Clear communicator 	<ul style="list-style-type: none"> • Charity experience • Minimum experience 3 years • Experience of SORP would be an advantage

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| <ul style="list-style-type: none"> • Good interpersonal and liaison skills with a wide range of stakeholders. • Fluent in oral and written English. • Ability to work under pressure, manage competing priorities and delivering to tight deadlines. • A commitment to high professional and personal standards and continuous improvement. | |
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A role with purpose

Your work will be changing the lives of the most vulnerable people in our society and has a direct impact on the people we work with giving a huge level of job satisfaction. The nature of the work means that we are always ready to respond to a crisis, meaning that no two days are the same. We are a small team of dedicated staff, working closely together in a supportive environment.

Safeguarding Statement

ABC is committed to safeguarding and promoting the welfare of its service users and vulnerable adults and expects all staff and volunteers to share this commitment.

ABC operates Safeguarding Policies for the purpose of protecting Young People and Vulnerable Adults. All staff members are required to undergo [Disclosure and Barring Service](#) DBS checks.

Statement on Equality, Diversity and Inclusion

ABC aims to be anti-discriminatory organisation committed to the promotion of quality and diversity and, in line with the Equality Act 2010. We particularly welcome applications from underrepresented groups and those with lived experience.

Application process

Apply here link to charity jobs

Deadline: 6th July 2024

Interviews week commencing: 15th July 2024

Start date: August 2024

To discuss the position please email the Founder and Director of Strategy Imogen McIntosh imogen@aidboxcommunity.co.uk

To apply for the position please go the Charity Jobs Website.

Please note that we may close the advert earlier if a suitable person is found before the deadline.

Registered Charity Number 1172697

