



JOB DESCRIPTION

JOB TITLE:	Finance and Operations Manager
PURPOSE OF ROLE:	Lead on the financial accounting, management accounting, and budgeting for the organisation as well as taking forward some strategic finance and operations projects.
SALARY:	NJC Scale 25 +ILW
HOURS:	1 day/2x half days per week (7 Hours)
REPORTS TO:	a) Salisbury World Director b) Board of Trustees
MANAGES:	N/A
SERVICE RELATIONSHIPS:	To work closely with Salisbury World team. To forge links with local service providers and voluntary groups

Working to achieve the Salisbury World mission:

Our aim is that refugees, migrants and asylum-seekers who seek our help will develop the skills and confidence to navigate and succeed in society and feel supported and hopeful for the future.

RESPONSIBILITIES:

Invoicing and Payments

- Overseeing the sales and purchase ledger, including posting monthly payment runs

Cash and Monitoring

- Updating monthly actuals and tracking variances in the cashflow
- Working with project teams to maintain and report on project budgets in line with internal and funder requirements
- Supporting with the development of budgets for fundraising proposals
- Ensuring prudent management of Salisbury World's financial systems and processes, including constant review of best practice, ensuring all processes are efficient and effective

Bookkeeping

- Weekly/Monthly bookkeeping process including adding journals into Quickbooks and balance sheet reconciliations.
- Supporting with the production of quarterly management accounts

- Ad-hoc financial reporting and analysis
- Overseeing the Gift Aid process and claims

Independent Examination, Annual Report and Accounts

- Prepared and organised all documentation for the Independent Examination, ensuring compliance with statutory and Charity Commission requirements.
- Supporting the Director in responding to examiner enquiries and year-end processes.
- Reviewing financial records, reconciled balances, and drafted sections of the Annual Report.
- Coordinating with internal teams and external advisors and assisting with implementing examiner recommendations.

Governance

- Maintaining organisational calendar of key internal and external cycles, filing and other deadlines

Additional Responsibilities

- Ensuring full compliance with finance policies and procedures across the organisation
- Supporting with the on-going improvement of the financial systems, policies and procedures ensure they remain fit for purpose and to ensure best practice
- Prompt and accurate response to internal and external finance queries

Other

- Overseeing payroll and pensions in collaboration with external providers.
- Review and develop existing policies and procedures.
- Conduct staff training on relevant policies and procedures, where appropriate.
- Support the Director with ad hoc HR tasks such as recruitment, HR & volunteer Administration, training and development initiatives.
- Undertake other duties consistent with the post and, where necessary, to assist with other areas of work as required

Equal Opportunities & Diversity

Carrying out responsibilities with due regard to National and Local Equal Opportunities Policies and the Salusbury World Equality and Diversity policy.

Publicity and website

- Contributing to the newsletters and website when requested

Fundraising

- Participating in fundraising activities alongside clients, staff & volunteers when necessary

Strategic development & expansion of organisation

- Contributing to & participating in the overall shared vision & purpose of the organisation (as designated by the trustees)

Reports and record keeping

- responsible for regular reporting (monthly, termly, annual)
- keep database up to date
- keep all relevant policies, procedures and guidelines updated
- Assist with preparation for Board meetings and Finance Committee meetings.

Training & Development and Networking

- Keeping up to date with legislation, case law, policies and procedures relating to welfare benefits and housing advice issues, as they affect migrants and refugees
- Undertaking additional training as necessary
- Keeping in touch with local issues, developments and changes in procedure of other agencies
- Participating in relevant networks
- Participate in team training activities such as safeguarding, first aid training etc
- Keep up to date with current news/trends/thinking in the sector
- Ensure CPD records are updated, and accreditations (where applicable) are maintained
- Represent Salusbury World at external events, conferences and networks; raising the profile of Salusbury World projects and building constructive relationships.
- Share knowledge with Salusbury World team

Confidentiality

Maintaining confidentiality of information relating to clients, colleagues and other third parties in accordance with GDPR, including outside of the work environment.

Safeguarding and Child protection

Attend regular safeguarding training & understand and agree to Salusbury World's Child & Vulnerable Adult Safeguarding policy.

Inclusion statement

Salusbury World is an approachable and diverse organisation which values and respects peoples' different backgrounds, characteristics, ideas and beliefs.

Salusbury World believes that it is essential to eliminate discrimination and promote equality of opportunity. Salusbury World is committed to opposing discrimination and will not discriminate against any person because of their ethnic origin, gender, sexual orientation, marital status, responsibility for children or dependants, age, employment status, disability, HIV status, religious or political beliefs or because of unrelated criminal convictions.

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with Salusbury World's needs.

Person Specification

Qualification and Experience:

- AAT qualified and/or part-qualified accountant or working towards completing their studies or equivalent by experience
- Proven professional experience (at least 2 years) in the finance function of a developing charity or small business
- Good knowledge of financial management, budgeting and financial reporting
- Experience of using online accounting software (Quickbooks - Desirable)
- Understanding of the charity sector would be beneficial, alongside knowledge of the associated accounting framework (SORP)
- Good knowledge of financial management, budgeting and financial reporting
- Working knowledge of Gift Aid

Skills:

- Advanced knowledge of Microsoft Excel or Google Sheets
- Ability to confidently reconcile and analyse large volumes of data within Excel
- Excellent numerical skills, including the preparation, and interpretation of financial information
- An excellent attention to detail with accuracy
- Excellent written and verbal communication skills with ability to liaise with different team effectively
- Good time management skills and ability to prioritise effectively.

Personality:

- Planning - you are organised, and are always looking a few steps ahead
- Prioritisation - you like to be busy and are great at managing multiple projects and activities at once
- Solutions oriented - you can spot when something could be done better, faster, or more smoothly and won't hesitate to change things to make your job and others' easier
- Flexible and proactive - you are willing to get stuck into any task, however large or small
- Self- motivated - you are comfortable working independently and taking the initiative
- People oriented - you thrive in a team environment, build positive relationships and

understand that this is how the work gets done

- High levels of integrity and ability to act confidentially
- It's important that you have a genuine interest in supporting refugees and displaced communities. That's what we do here at Salisbury World, and we want you to share our passion for making a difference!