



July 2026

Job Description

Job Title: Finance Officer

Location: Remote in the UK (may require travel from time to time)

Hours: 1 day (7.5 hours) per week (flexible working possible)

Salary: £7k per annum (£35k per annum pro rata)

Length of contract: Until March 2027, extension subject to funding

About Us

Gulab Sorkh Foundation (GSF) is an independent charity supporting former members of the Afghan security forces and their families, who have come to the UK under the Government's Afghan Resettlement Programme (ARP). Our mission is to help these individuals rebuild their lives, access support, and integrate fully into British society. In 2025 we were awarded new funding under the Communities for Afghans (CfA) Phase 2 programme. This funding enabled us to expand our work supporting Afghan families through Sponsor Groups, and in turn grow our team to ensure we can provide high-quality support to all participants.

Working at GSF gives you the opportunity to play a central role in a small, dedicated charity making a nationwide impact. We are committed to recruiting with care and to safeguarding and promoting the welfare of ARP qualifying Afghan children, young people, and adults, and we expect all staff and volunteers to share this commitment.

Role Overview

As part of the CfA funding, we have an exciting opportunity for a Finance Officer to join GSF. This is a part-time role, based remotely within the UK.

This role will be central to ensuring that all financial aspects of the Communities for Afghans programme are delivered to the highest standards of accuracy, compliance, and transparency. You will oversee budget management, financial reporting, grant payment processes, and fraud prevention measures, ensuring that every pound is spent in line with government and contractual requirements.

You will work closely with other team members, Sponsor Groups, and funders to ensure financial processes are efficient, clear, and fully compliant. This is an opportunity to make a real impact by ensuring that funding reaches Afghan families quickly and appropriately, enabling them to settle into safe homes and begin building their new lives in the UK.

About the Role

As Finance Officer, you will:

- Manage programme budgets, spending, and grant tracking to ensure every aspect of funding is compliant with grant conditions.
- Act as the primary point of contact for Sponsor Groups and internal staff on finance-related queries.
- Maintain meticulous financial records for audit purposes and ensure timely and accurate reporting to funders.
- Implement strong controls and authorisation processes to ensure financial probity.

Main Duties and Responsibilities

The role will involve the following, but is not exhaustive:

Financial Management & Compliance

- Ensure compliance with government grant conditions and all funder requirements.
- Manage the Communities for Afghans programme budget and track expenditure.
- Contract management and compliance monitoring for all funding contracts.
- Maintain accurate and up-to-date financial records for audit purposes.
- Arrange deposits for accommodation when required.

Payments & Authorisation

- Design and maintain a clear payment authorisation flow.
- Process payments and invoices efficiently and accurately.
- Require proof of spend / evidence packs from Sponsor Groups using standard templates.
- Process payments to Sponsor Groups only after authorisation.

Monitoring & Fraud Prevention

- Work with the Sponsor Group Relationship Manager and Sponsor Groups to ensure grant funds are used correctly, providing guidance on compliant spending and supporting them to submit evidence packs using standard templates.
- Carry out periodic spot checks and reconciliations of Sponsor Group expenditure to confirm accuracy and transparency.
- Implement fraud controls, such as dual sign-off and audit trails, to safeguard programme funds.
- Provide independent assurance of correct grant usage within six months after the end of the financial year, helping to identify and address any issues proactively.
- Report any significant compliance concerns to the Operations Director and contribute to improving financial processes where needed.

Sponsor Group Support

- Ensure guidance and templates are clear, accessible, and consistent with funder requirements.

Person specification

NB. In your application, please provide examples that address how you meet each point of the following criteria.

Essential

Knowledge & Experience

- Proven experience in finance, accounting, or grant management.
- Understanding of charity finance and government grant compliance.
- Experience of budget management, payment processing, and financial reporting.
- Familiarity with fraud prevention measures and audit requirements.

Skills & Abilities

- Strong numerical and analytical skills, with excellent attention to detail.
- High level of organisational skills and the ability to prioritise effectively.
- Ability to design and implement clear, user-friendly financial processes.
- Excellent communication skills for working with non-finance colleagues and external stakeholders.

Personal Attributes

- Reliable, discreet, and committed to maintaining confidentiality.
- Proactive problem-solver with a solutions-focused approach.

- Comfortable working independently and as part of a small, remote team.

Other Requirements

- Willingness to work flexibly and travel occasionally for meetings, events, or training.

Desirable

- Experience working in the refugee or community sector.
- Knowledge of Afghan culture, and/or ability to speak Dari or Pashto.