



Job Description: Finance Officer

Post Title	Finance Officer
Contract type	Fixed term 6 months, starting immediately. There is the possibility of an extension beyond this period.
Hours	35 hours a week
Working pattern	Monday, Tuesday, Wednesday, Thursday, Friday
Managed by	Chief Officer
Salary range	28K to 31K depending on experience

Summary

The postholder will be responsible for the day-to-day finance of Rainbow Haven. Tasks include managing the day-to-day finance system and records; producing regular and accurate financial reports.

The postholder will work closely with, and report to, the Chief Officer.

Main Duties and Responsibilities

Financial support

1. Production of monthly management accounts.
2. Prepare rolling monthly cash flow reports.
3. Manage the organisations different funding streams.
4. Work with the CO to create finance reports for funders and donors.
5. Work with the CO to create reports and present financial records to external auditors, the finance committee and TEMCA Board as required.
6. Manage and reconcile bank accounts.
7. Raise and pursue payments of invoices related to income as required.
8. Balance Sheet reconciliation work.
9. Maintaining accurate petty cash, supplier invoices and online payments via the QuickBooks online system.
10. Any other ad hoc duties as required.

General

1. Be an effective member of the team, helping to ensure the smooth running of the centre and its services.
2. Promote the welcoming and friendly ethos of Rainbow Haven at the drop-in sessions and with partner agencies.
3. Maintain confidentiality regarding finance and client's information at all times.
4. Recognise, respect and promote the different roles and diversity of the individuals within the team.
5. Support the volunteering roles at Rainbow Haven.
6. Attend team meetings, supervision and training as required.
7. Adhere to the health and safety policy, equal opportunities policy and all other policies.
8. Assist in ensuring the security of the building during working hours and at the end of the day.



About the candidate

1. Experience using QuickBooks online accounting system is desirable.
2. Experience in non-profit finance is preferable.
3. Confident IT skills, including advanced Excel and working knowledge of Word and PowerPoint.
4. Flexible and adaptable, with an ability to work to deadlines.
5. Highly analytical with excellent attention to detail.
6. A collaborative team player, able to work effectively across functions.
7. Excellent English, strong written and verbal communication skills, with the ability to explain financial information clearly.
8. Kind, honest and transparent.

You will be required to have a DBS check and be able to demonstrate that you are permitted to work in the UK.

About Rainbow Haven

Rainbow Haven is based in Gorton, Manchester. We are a community service for refugees, asylum seekers and other migrants needing support. We have a weekly open-access advice drop-in session, with follow-on appointments. At our drop-in sessions we welcome people to our centre and offer advice and information, hot lunches and social/well-being activities. We offer a range of other well-being, educational and social activities, including classes in digital skills and ESOL and other targeted support to help people into further education or employment; and opportunities for particularly isolated groups such as new mothers, to connect with each other and with relevant professional services.

Our service users come from many different countries and speak many languages.

We receive funding from a wide range of charitable foundations, from local authorities and through partnerships with other local charities in the sector.

Rainbow Haven is a project of The East Manchester Community Association (registered charity 1131060).

Our team

Our friendly staff team has 10 permanent members. We also offer short-term 'Apprentice' placements so that people new to the country can have a first experience of working in the UK. We have over 35 volunteers who play a vital role in delivering our services; many volunteers move on to further training and employment. We host social work students on placements who work with our advice team,

Our values

We provide a welcoming, inclusive workplace and have diverse teams of staff and volunteers. Many of our staff, volunteers and Trustees are from refugee and migrant backgrounds themselves and speak different community languages as well as English. We promote opportunities to people who might feel excluded from other workplaces due to their experiences of migration and the immigration system and their lack of work experience in the UK.



How to apply

Please send us your CV plus a covering letter setting out how your qualifications and experience are ideal for this job. Please also give us the names and contact details of two referees who can comment on your suitability for this post.

Please send this to Hala Al Jbawi, CO, Rainbow Haven hala@rainbowhaven.org.uk

Closing date: [31.03.2026]

We will interview shortlisted candidates on: [06.04.2026]