



Job Description: Finance Officer

Post Title	Finance Officer
Contract type	Fixed term 12 months (<i>with 1 month probation</i>) starting immediately. There is the possibility of an extension beyond this period.
Hours	28 hours a week
Working pattern	Monday, Tuesday, Wednesday, Thursday (9am – 4pm). To be done from office, Wednesdays work from Home.
Managed by	Chief Executive Officer
Salary range	£28K to £31K pro-rata (Actual £22,400 to £24,800) 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 Executive Officer.

Main Duties and Responsibilities

Financial support

1. Production of timely and accurate monthly management accounts.
2. Prepare rolling monthly cash flow reports.
3. Manage the organisations different funding streams.
4. Support the payroll process as necessary.
5. Work with the CEO to create finance reports for funders and donors.
6. Work with the CEO to create reports and present financial records to external auditors, the finance committee and TEMCA Board as required.
7. Manage and reconcile bank accounts.
8. Raise and pursue payments of invoices related to income as required.
9. Balance Sheet reconciliation work.
10. Maintaining accurate petty cash, supplier invoices and online payments via the QuickBooks online system.
11. 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.



Administration where possible

1. Maintain an efficient and well-organised office, taking responsibility for its day-to-day running and supporting the needs of staff, volunteers, service users and the broader organisation
2. Take responsibility for office equipment and resources, including ordering of stationary and other office items as required, and arrange for maintenance and repair of office equipment as needed.
3. Deal with internal and external contacts by managing the info email.
4. Maintain Rainbow Haven's IT systems, develop new systems that support the work of the organisation, and arrange for IT equipment to be maintained and repaired as needed.
5. Oversee Rainbow Haven's email and Office 365 systems, working with our IT contractors to ensure our systems are fit for purpose.
6. Work within the organisation's policies and procedures, and ensure all office and administration work is line with these.
7. Any other ad hoc admin duties as required.

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 details.
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 40 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, CEO, Rainbow Haven hala@rainbowhaven.org.uk

Closing date: [04.10.2026]

We will interview shortlisted candidates on: [12.10.2026]