



## Finance Manager

### **About us:**

The Refugee and Migrant Forum of Essex and London (RAMFEL), is a not-for-profit organisation and one of the largest immigration and asylum advice charities in the UK, supporting refugees, asylum seekers and vulnerable migrants to access justice. An OISC level 3 accredited organisation, our focus is on providing immigration advice, destitution services, integration support and campaigning to improve the lives of refugees, asylum seekers and vulnerable migrants across London and Essex. We also actively campaign for a fairer and more humane immigration system.

*We particularly welcome and encourage applications from Black, Asian and Minority Ethnic individuals, and those who are migrants or refugees, and who have lived experience of the impact of UK immigration policy and/or of rough sleeping. This includes individuals with direct experience or experience gained through supporting family members with the challenges posed by immigration and asylum practices- those who have been or could have been clients of RAMFEL.*

**Purpose of the role:** RAMFEL has grown significantly over the last few years, and we want to sustain our growth and diversify our income. Starting 25 years ago, we now support over 5000 people yearly with a few volunteers, 30+ staff and a turnover above one and half million pounds.

The post-holder will be responsible for ensuring that the financial systems in place at RAMFEL provide accurate and easily accessible information to the CEO, Board and other staff. You will work closely with the CEO and Head of Operations to ensure that financial monitoring and reporting enhance the governance and decision-making process for RAMFEL. You will ensure that the charity complies with all statutory and external financial requirements and regulations. This role will include business planning, reporting, and oversight of our financial systems.

We are looking for someone with experience within the charity sector who is happy to get hands-on and can adapt and oversee the finance systems of the charity. You will be capable of supporting colleagues at all levels and improving their financial understanding of the projects they are involved in. You will be a self-motivated individual who can work on your own initiative. This role is central to maintaining our financial health and advancing our mission. You will oversee budgets, forecasting and management accounts while ensuring robust financial systems are in place. This role is for someone who wants to have a positive impact on the lives of people and help drive this organisation forward.

**Relationships:** Reports to the CEO and works closely with the Senior Management team and the Treasurer. This post-holder will actively participate in the Board's finance subcommittee meetings, providing descriptive and predictive data for areas of responsibility to inform decision making.

**Place of work:** The normal place of work will be at the People's Place 80-92 High Street, Stratford E15 2NE and occasionally the Ilford office. We are currently requesting staff to come to the office 40% of the time as part of a hybrid working scheme.

### **Hours of work:**

We are looking for a candidate for either a full time or part time position (minimum of 3 days a week). Part time employees will receive additional support from our external bookkeeper, while full time employees will take on a more independent role.

**Terms: £37,500 - 45,000 per annum / negotiable depending on experience.** 28 days annual leave plus statutory holidays, 6% pension contribution, cycle to work scheme, tech scheme, and employee assistance program.

**Duties and responsibilities:**

- Financial controls and processes
  - Manage external accounts, payments processes and financial counterparties
  - Own the accounting and recordkeeping systems
  - Ensure robust financial controls and policies are in place
- Reporting
  - Own the ongoing reporting processes, including monthly financial management accounts
  - Prepare yearly budget and adjust financial forecasts throughout the year and support budget holders to develop their financial plans
  - Lead the auditing process and work with auditors to prepare annual accounts including all filing requirements
- Working with teams delivering the charity's missions
  - Create and check budgets for projects and grants
  - Report on project finances and organisation finances to funders
  - Support service managers and heads of service on budgeting, tracking, and managing changes
- Financial Management
  - Support Head of Department in Staff time allocation to Project.
  - Discuss and report Budget variance with Project team for any potential risk.
- Support
  - You will oversee financial operations with the support of a bookkeeper (2 days per week) and the office manager will assist you with invoicing and general financial administrative tasks.
- Other significant topics
  - Work with the Grants Manager to ensure planned bids meet the income required
  - Own VAT preparation and staff expenses
  - Own financial management of a legal aid contract and commercial, fee-charging work
  - Maintain external stakeholder relationships with HMRC, banking providers, and auditors

**General Responsibilities:**

- To work within the organisation's values, principles and processes to achieve operational excellence.
- Ability to work as part of a team and on your own initiative, to plan and prioritise your workload.
- Commitment to working within RAMFEL's code of conduct, equality and safeguarding policies.
- Carry out other projects and tasks as needed.

**Person Specification:**

**Essential:**

**Education/Qualifications**

- Fully or part qualified with professional accounting certification (i.e. ACCA, ACA or CIMA)

**Experience**

- Proven experience as a Financial Accountant or in a similar role is required. Alternatively, candidates who are part-qualified with equivalent experience will also be considered
- Experience in financial management within the charity sector and understanding of SORP guidance
- Working knowledge of Xero finance software or a proven ability to quickly learn and adapt to new financial systems

**Skills**

- Expert knowledge of financial management principles, practice and control procedures
- Excellent writing and communication skills, able to communicate effectively with a wide range of stakeholders
- Ability to work flexibly and collaboratively to tight deadlines, while partnering and sharing information with others
- Strong interpersonal skills with evidence of being open to alternative views, ideas and options
- Strong IT skills with proficiency in Microsoft Office 365
- Strong analytical and decision-making abilities

**Desirable:**

- Understanding the issues and difficulties faced by Refugees, Asylum Seekers and Vulnerable Migrants

**Application process:**

Closing date: Applications must be submitted by Sunday, 23rd February 2025. However please note that we reserve the right to close the vacancy earlier.

We will only be shortlisting candidates who have submitted a CV and a cover letter or personal statement (no longer than one page) explaining their interest in the role will be shortlisted.

Interviews: Shortlisted candidates will be interviewed via MS Teams during the week of 3<sup>rd</sup> March 2025