



JOB PACK

Finance Manager

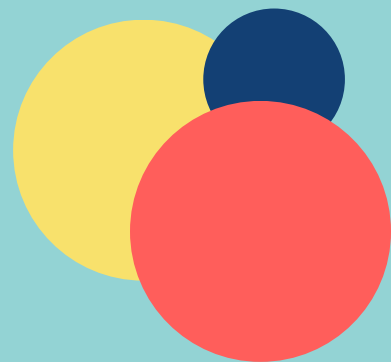


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ABOUT SLRA

SLRA is a frontline community organisation established in 1991 which supports refugees, asylum seekers and migrants in crisis in South London. We provide specialist legal advice and holistic casework to enable people to regularise their immigration status, access rights and entitlements and move on from destitution. Every year we provide support directly to over 1,000 migrants in the London Boroughs of Lambeth, Merton, Croydon, Wandsworth, Southwark and beyond. Our support gives marginalised people access to justice and the opportunity to build a safe, stable and positive future.

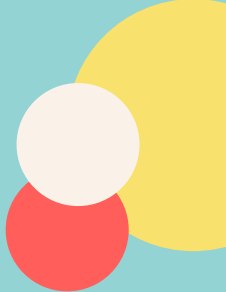
Our services are shaped by our organisational values of Kindness, Agency, Inclusion and Respect, ensuring that our work remains person-centred and impactful. Our vision here at SLRA is of a community where migrants are welcomed and valued. Our trauma-informed and strengths-based approach to our clients and our work with them enables us to build trusting and strong relationships with local migrant communities and individuals.

SLRA recognises the strength and power of diversity, promotes equity and inclusion, and challenges racism and discrimination. Our staff team reflects these values and we encourage applications from people of all backgrounds. People with lived experience of the impact of the UK immigration or asylum systems are particularly encouraged to apply to join our team.

For further information about us, take a look at our website www.slra.org.uk and our Instagram [@slracharity](https://www.instagram.com/slracharity)



Finance Manager



Responsible to:	CEO
Hours of work:	3 days / 21 hours (0.6 FTE)
Salary:	£40,628 pro rata
Contract:	Permanent
Location:	Hybrid and flexible working hours

Purpose of the role

The Finance Manager is responsible for managing all operational financial processes and maintaining SLRA's financial records, including book-keeping, preparing management accounts and cash flows for the Trustee Board, and ensuring that SLRA complies with relevant financial regulations.

The benefits of working with us

- 25 days holiday per year (with 3 additional days when the office is closed at Christmas) plus bank holidays.
- Additional long service annual leave days up to a maximum of an additional 5 days per year.
- Flexible and family friendly working arrangements including compressed hours and school term time working.
- Time Off in Lieu for any additional hours worked.
- Pension scheme with 5% employer contribution.
- We are committed to staff learning and development. Each team member works with their line manager to develop their learning and development plan, and has an annual training budget and allocated development time to support this.
- We prioritise the protection and promotion of staff wellbeing with clear policies which support staff to learn, grow and be fulfilled through the work they do.
- Cyclescheme and travelcard loans.

Duties and Key Responsibilities

Bookkeeping, salaries, and expenses

- Carry out book-keeping using QuickBooks online, ensuring that income and expenditure are allocated correctly.
- Ensure that salaries of all employees and expenses of employees and volunteers of SLRA are paid in accordance with SLRA policies.
- Ensure prompt payment of all invoices payable by SLRA.
- Reconcile the bank balance monthly.

Financial and Budgetary Control

- Work with the CEO and Treasurer to ensure that finance policies, internal controls and processes are effective and efficient.
- Support the CEO to produce the annual organisational budget forecast.
- Produce quarterly Management Accounts and Cash flows for CEO and Trustees.
- Meet quarterly with Finance Subcommittee and attend board meetings on request.
- Ensure financial data security.

Preparation of Annual Accounts

- Alongside the appointed Independent Accountant and the CEO, be responsible for preparing the annual accounts.



Duties and Key Responsibilities

Funding

- Maintain oversight of funded project/activity income and expenditure and provide advice on risk associated with potential under or overspends.
- Issue and track invoices to ensure prompt collection of all income owed to SLRA.
- Ensure all grants and other income due to the charity are received and managed in line with funder conditions and restrictions.
- Provide financial information to the Development Manager and CEO for grant applications and reports to funders as required.

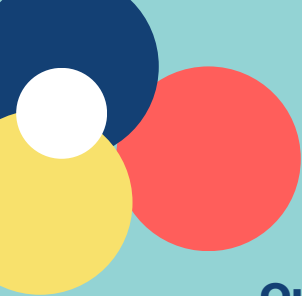
Investments

- Support the CEO and Treasurer to ensure that SLRA maximises income from any funds and minimises interest charges.

General Responsibilities

- Work to support SLRA's mission and values.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of your work.
- Periodically review own professional development needs and undertake relevant training.
- Adhere to all relevant SLRA policies and procedures at all times.
- Any other duties commensurate with the post.





PERSON SPECIFICATION

Qualifications and experience

An accounting qualification (ACA, ACCA, ACMA) or qualification by experience.	Essential
At least two years' bookkeeping experience.	Essential
Experience of using a computerised or cloud accounting system.	Essential
Experience of working or volunteering in a charitable organisation.	Essential
Lived experience of the impact of the hostile UK asylum or immigration system.	Desirable

Knowledge, skills and abilities

Knowledge of regulatory requirements and best practice policy and guidance relating to Charity finance.	Essential
IT skills, including good working practice of Microsoft packages and advanced skills using Excel spreadsheets	Essential
Ability to explain complex financial information to non-finance colleagues	Essential
Excellent written and verbal communication skills.	Essential
Effective time management skills.	Essential
Proactive with the ability to take initiative.	Essential
Understanding of inclusion and its importance in the workplace	Essential
Ability to maintain good working relationships and work collaboratively with colleagues.	Essential

HOW TO APPLY

How to apply

To apply for this post please submit your CV, along with a cover letter showing how you meet the person specification, to admin@slr-a.org.uk

CVs will be reviewed on a rolling basis and interviews conducted as suitable candidates apply.

Applicants must have the right to work in the UK.

As an organisation working with migrants, we particularly welcome applications from people with lived experience of the impact of the UK immigration or asylum system. We guarantee an interview for all applicants with lived experience who meet the essential criteria for this post.

We recognise that some people experience barriers to employment and we want to make you aware of the following support which may be helpful.

Experts by Experience

If you have lived experience of the impact of the UK immigration or asylum system you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network. Support includes a free one-off mentoring chat for support with CV/Cover letters and interviews.

SCOPE - Support to Work Extra

SCOPE's Support to Work Extra service provides practical support to disabled people with all aspects of preparing and applying for jobs. You can register for support with CV writing, preparing for interviews and more.

Young Women's Trust

If you are a young woman aged 18-30 you can sign up to "Work It Out" for free support with the recruitment process.

Youth Employability UK

If you are a young person aged under 30 you can find tips on CV writing and interviews.

