

Refugee Therapy Centre

Job Title: Finance Administrator
Location: RTC's office, North London
Salary: Voluntary

Accountable and Reporting to: Operational Manager and the Board

Working Hours: 10 am – 7 pm one day per week

Closing Date: 26th October 2018 with panel interview within 2/3 weeks of the closing date.

This a 12 month contract with six months probationary period. Renewable subject to review and funding.

BACKGROUND

The Refugee Therapy Centre was founded in 1999 and is a registered charity (No 1085922) providing psychotherapy, individual counselling, group therapy and associated treatments to refugees and asylum seekers in their own languages and in English. Our focus is on helping individuals and families who have endured trauma and are having difficulties in coming to come to terms with their experiences by assisting them to regain control, move on from their experiences and to enable them to become positive members of society and enjoy life. We also run supervision and training for professionals who work with refugees; and offer young refugees volunteer opportunity to gain experience in office work, support and basic counselling.

Role Purpose

- Lead the finance of the RTC, undertaking review of financial situation and practices
- Identify significant funding, financial and governance risks, making recommendations to improve and strengthen controls and practices
- To work closely with auditor to ensure year end accounts and annual return are accurate and lodged on time

Responsibilities

1. Strategy, planning and finance

- To undertake financial analysis to enable the Board to determine the strategic options available
- Development of scenario model and analysis based on funding available
- Day to day financial control and management including bookkeeping and all finance systems and records
- Ensuring invoicing, payments and payroll are carried out accurately and on time
- Creation and provision of monthly financial & management reporting dashboard including cash flow
- Working with the Operational Manager, and Treasurer to provide a realistic forecast and cash flow for the Board and where needed for funders

Refugee Therapy Centre

2. The governance

- Making recommendations to the Board about Trustees duties
- Ensure that all appropriate financial, IT & HR policies and procedures are in place and identify gaps for improvement
- Review and oversee of external suppliers
- Review of existing contracts with funders and suppliers to identify any risks

The Person

Experience and skills to include:

- CCAB (ICAEW, ACCA or equivalent) or CIMA qualified
- Experience of a finance role
- Understanding of statutory responsibilities and regulations for charities
- Experience in QuickBooks accounting and sage payroll software/proficient in Microsoft Office

To apply, please submit two copies of a full and complete CV, including a covering letter and details of two referees by post to the RTC, 1A Leeds Place, Tollington Park, London N4 3RF. Please note applications submitted only electronically will not be considered.

As part of its recruitment policy, the RTC is determined to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

*RTC is committed to Safeguarding Children and Vulnerable Adults and will carry out enhanced DBS and full pre-employment checks of selected candidates, as well as two references.