



Finance Manager - West London Welcome

Job Description and Person Specification

Job Title:	Finance Manager
Reporting to:	Director
Hours:	12-20 hours per month
Rate:	£30.00 per hour
Contract:	Permanent, Self-employed, Part-time
Location:	Hammersmith, London

Deadline for applications: Midnight on Sunday 9 January 2022

West London Welcome (WLW) is a community run for and with refugees, asylum seekers and migrants in West London. We work together to build a safe, positive experience of community where strangers can become friends, and take a holistic approach to support our members' needs, from the practical and social to the emotional and playful. We build inclusion and confidence, challenge injustice, and enable people to access the support, education, advice and advocacy they need.

WLW is a small charity in an exciting time of growth. Our day centre is now open three days a week to provide a warm space for people to come in out of the cold, escape chaotic accommodation arrangements and isolation, make friends and build support networks, learn English, get advice, eat nutritious hot food, use our foodbank and clothesbank, be creative, volunteer, and get hardship support. We now have over 300 registered members and welcome families and individuals from 43 different countries.

Job description

The Role

WLW's Finance Manager has day-to-day responsibility for WLW's finances, working with colleagues and the Trustees to set and manage budgets, maintain accurate financial records and ensure all financial and compliance requirements are met.

Key responsibilities

- Maintain accurate records of all the financial transactions using Xero.
- Manage monthly payroll and pensions procedures.
- Manage recording of donations and grants and submit Gift Aid claims.
- Track grants spending and compliance with donor requirements.
- Prepare budgets and cashflow in collaboration with the Executive Director.
- Assess funding proposals and grant applications.
- Produce quarterly management accounts and report to the Board of Trustees.
- Produce the annual accounts and liaise with the Independent Examiner/Auditor.
- Ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.
- This role could also include bid-writing support.



Person Specification

Essential

- Relevant accounting background and/or qualifications.
- Experience of working in the not-for-profit sector, of SORP, and the charity compliance framework.
- Experience of working with Xero.
- Experience in financial planning.
- Organised with high level of attention to detail.
- An excellent communicator with strong interpersonal skills.
- Commitment to support and justice for refugees, asylum seekers and migrants, and enthusiasm for working closely with WLW's small team at an exciting time of growth for our charity.

Desirable

- Experience of bid-writing.
- We would ideally like the post-holder to live within the West London area, though this is not essential.

We are passionate about ensuring West London Welcome's staff reflect the communities we support. We are taking positive action to address an under-representation of lived-experience of refuge or migration, and people from Black and Minority Ethnic (BAME) backgrounds, within our current staff team. We will prioritise applications from applicants with lived experience of refuge and migration and welcome applications from people from BAME backgrounds, if they meet the minimum essential criteria for this role.

To apply for this role, please send your CV and a cover letter no longer than two pages long to Joanne MacInnes, Director, at hello@westlondonwelcome.com by midnight on Sunday 9 January 2022.