

Refugees & Mentors Finance Director (volunteer role)

Refugees & Mentors supports refugees and vulnerable migrants to improve their employment prospects and get jobs. We are a not-for-profit social enterprise (community interest company) offering specialist employability information, guidance and support and provide four services; the Mentoring Project, Returner Project, Rainbow Haven Work Club and employability courses and workshops. Find out more about our organisation and services here: <https://refmentors.org.uk>.

We have recently employed two part-time workers, on short term contracts. As a relatively new organisation, we are looking for a Volunteer Finance Director to oversee and develop the organisation's finances to ensure we are sustainable and can continue to provide high quality services.

We have four volunteer directors and are looking for a fifth director to lead on finance. Our accounts are filed at Companies House.

Finance Directors role

Key skills and experience we are looking for are:

- Ability to create and monitor budgets.
- Ability to create short and long term sustainable financial plans.
- Good knowledge of cash handling procedures and record keeping.
- Ability to create financial reports for use by Auditors, Funders and Directors.
- Working knowledge of Quickbooks Online or similar accounting package would be useful.
- Ability and desire to work as a team to develop Refugees & Mentors as an organisation and its services.
- Work Experience of at least 2 years in accountancy or an aligned profession.

Desirable Experience:

- Insight into the experience of people seeking asylum in the UK and the employability difficulties faced by people rebuilding their lives.

Key responsibilities:

- Contribute to strategic planning and financial management.
- Take the lead on financial accounting and reporting.
- Undertake financial 1-3 year planning and budgeting.
- Undertake cash flow analysis and forecasting.
- Devise and maintain financial systems, procedures and internal controls for effective financial management of Refugees & Mentors.
- Prepare & Process Refugee & Mentors accounts at year end ready for our Accountants and Companies House.
- Contribute to Directors Finance sub-group and update Directors regularly on organisation finances.
- Liaise with Refugees & Mentor's Accountants over end of year accounts and Corporation Tax.
- Take responsibility for all staff salary payments and other employment costs such as pension and HMRC tax payments.
- Work with the team to develop budgets for funding applications.
- The commitment and ability to support refugees to develop skills and experience in this role when necessary.

- To maintain confidentiality at all times.

Commitment:

You should be living in Greater Manchester and be available to meet in person every 4 weeks in either central or south Manchester (COVID-19 regulations permitting). Reasonable public transport costs will be reimbursed.

As a minimum, directors are required to:

- Volunteer two hours per week and attend directors meetings
- Ideally commit for at least one year.
- Have a good level of English and organisational skills.
- Offer support to help steer the future direction of R&M.
- Understand the employment issues faced by refugees and vulnerable migrants and champion our work.

For more information: please call Amanda (07747080523) for an informal discussion about the role.

To apply: email info@refmentors.org.uk with the email subject heading 'Directors role application' attaching your CV and explaining why our work interests you and what you feel you can offer to this role.

The deadline for applications is 12 noon 9th October 2020. Interviews will be by video call on Friday 16th October 2020.