



## Finance and Administration Officer

### Job Description and Person Specification

<b>Job Title:</b>	Finance and Administration Officer
<b>Location:</b>	Initially home-based; open to office-based, home-based or hybrid working arrangements from anywhere in the UK
<b>Hours:</b>	12 hours per week (core hours to be agreed, ideally spread over three days)
<b>Salary:</b>	£29,849 pro-rata per annum
<b>Leave:</b>	28 days pro-rata per annum
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Director
<b>Closing date:</b>	10am, Tuesday 6 June 2023
<b>Interview date:</b>	Tuesday 20 June 2023

[Asylum Matters](#) is looking for a skilled and committed Finance and Administration Officer to join its small team and support the charity's work to secure positive change for refugees and people seeking asylum in the UK.

The successful candidate will work closely with the Director and Treasurer to ensure the professional and efficient running of all aspects of the organisation's finances; and provide vital backing to support and sustain the work of the Director, Deputy Director, staff team and the trustee board. They will be flexible, proactive and able to work both independently and in close liaison with colleagues.

The Asylum Matters team, currently comprising seven staff, is geographically dispersed across the UK. We are a charity that campaigns locally and nationally, in close collaboration with an extensive network of partner organisations, to advocate for progressive change on a range of issues that affect people in the asylum system in the UK. These include the impact of the Government's new anti-refugee laws; unsuitable accommodation; and poverty. We co-lead the award-winning [Lift the Ban](#) coalition campaign, that brings together almost 300 organisations calling for the right to work for people seeking asylum.

We are particularly keen to hear from people with lived experience of the UK asylum system and anyone with lived experience who meets the essential criteria will be guaranteed an interview. The successful candidate must have the right to work in the UK.

## **Job Description**

### **Main Responsibilities:**

#### **Finance**

In consultation and collaboration with the Treasurer and the Director:

- Prepare quarterly budget reports.
- Prepare budgets as required for funding applications and reports, and board meetings.
- Maintain financial records, including processing invoices, managing staff expense cards and managing petty cash for events.
- Manage banking, donations and grant administration.
- Process and issue invoices.
- Liaise with accountants for annual independent examinations.
- Contribute to cash flow forecasts and management of deposit accounts.
- Undertake other appropriate finance duties as required and as agreed with the Director and Treasurer.

#### **Administration**

- Support and where required lead the organisation of meetings and events (e.g. providing agendas and other documentation; arranging deliveries of materials; booking venues, travel, accommodation, catering, etc.)
- Draft minutes of Asylum Matters board of trustees and other meetings.
- Maintain rotas, timesheets and other systems and records for the Asylum Matters staff team.
- Have oversight of staff team phone and IT equipment, licences, accounts and systems.
- Manage online systems including the donations function, email accounts and updates to the Asylum Matters website.
- Provide administrative support to recruitment and HR functions and records.
- Support the production, delivery, storage and monitoring of campaign materials.
- Undertake other appropriate administrative duties as required and as agreed with the Director.

## **Person Specification**

### **Essential**

1. Experience of working in a finance role for at least two years in the UK.
2. Understanding of UK legal requirements and good practice within charity finance and grant funding.
3. Experience of using Quickbooks or Sage software for bookkeeping purposes.
4. Proven skills in administration and organisation.
5. Good IT skills, with ability to use and manage processes for a range of packages including Microsoft Office, WordPress and Google Workspace.

6. Good written and spoken English.
7. Ability to be proactive and flexible and to work independently.
8. Ability to prioritise, organise own workload and meet deadlines.
9. Commitment to the values and aims of the charity.
10. Ability to occasionally travel within the UK

### **Desirable**

11. Direct experience of the asylum process.
12. Knowledge of how the asylum system operates and how it impacts people seeking asylum.
13. Experience of organising well-run, accessible events.
14. Experience of administering websites and online donation systems.
15. AT Level 2 or equivalent UK qualification.

### **Application process**

Please email a CV and a supporting statement (no more than two pages) clearly outlining how you meet each of the above person specification criteria to Joanna Spooner at [joanna@asylummatters.org](mailto:joanna@asylummatters.org).

If you have any questions, or would like an informal conversation about the role or about the application process, please contact Paul Hook at [paul@asylummatters.org](mailto:paul@asylummatters.org)

The closing date for applications is **10am, Tuesday 6 June 2023**.

Interviews will be held via Zoom on **Tuesday 20 June 2023**.

Shortlisted candidates will be given interview questions and tasks in advance to ensure a fair and open recruitment process.

People with lived experience as a refugee and/or of the asylum system who meet the essential criteria for the role will be guaranteed an interview.

We are sorry that we are unable to provide feedback to candidates who are not shortlisted for interview.