



Welsh Refugee Council Job Description

Job title:	Finance Assistant
Report to:	Executive Director of Resources (EDR)
Salary:	£21,500 pro rata + 5% pension
Duration:	Permanent
Hours:	21 hours per week
Location:	Cardiff
Annual benefits pro rata	<ul style="list-style-type: none">- 27 days leave, increasing by 1 day per annum to a maximum of 30 days- Up to 2 days paid volunteering leave- Up to 3 days paid carers leave- Up to 5 days paid study leave- 5% pension- Access to company paid counselling support.- Staff led Wellbeing Group

We are the Welsh Refugee Council

You will be joining us at an exciting time in our journey, helping us and the sector to support those who are forced to seek safety. With over 32 years' experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for sanctuary seekers and refugees.

We are proud that during the Coronavirus pandemic we adapted our services and were able to grow our income significantly. None of our staff were furloughed and this is testament to our adaptability, the demand for our services and the inequalities that persist in society- that require amazing people to do something about it.

Purpose of the post

- We are recruiting for a Finance Assistant to support our Resources Department.
- To support the Executive Director of Resources in ensuring the organisation delivers against financial reporting targets by assisting in the preparation of funders cost reports and internal reporting.
- To support the Executive Director of Resources in ensuring adequate financial systems and controls are in place throughout the organisation.

Main Duties and Responsibilities

- To raise and processing invoices and payments, purchase orders, processing expenses claims.
- To maintain financial records on a day-to-day basis using Sage as the accounting system software; including purchase, sales, nominal ledgers in order to ensure timely payment of invoices.
- To process petty cash, credit card payments and reconcile the petty cash and credit card statements.
- To liaise with the staff in other offices to ensure adequate records of the petty cash and hardship are kept and that these reconcile with Head Office.
- To reconcile on a monthly basis hardship accounts and control accounts.
- To ensure that financial records reconcile and procedures are followed.
- To create cost analysis reports (fixed and variable costs)
- To assist with the preparation of the annual accounts and year end audit as required.
- To assist with the preparation of information for quarterly management accounts.
- To be responsible for the preparation of the Gift Aid returns.
- To be responsible for the hardship funds and for issuing payments and reconciling the funds.
- To ensure that the organisation gets value for money in its supplier's contract.
- To carry out all duties in accordance within the principles of Welsh Refugee Council's Confidentiality Policy and within agreed norms of impartiality and boundaries.
- To work on a flexible basis by performing other tasks not included above, but as necessitated by the needs and changing circumstances of the Welsh Refugee Council. These tasks will be dependant on location and workload and will be identified by the EDR.

Person' specification

When completing your application- please ensure you provide **examples** of how you meet the essential criteria listed below. Do not use sweeping statements such as 'I can take initiative', explain by way of examples what you did and how.

You may also want to evidence or reference some of the desirable criteria.

Please note: Applicants that do not evidence how they meet the essential criteria will not be invited to interview.

Quality	Essential requirements of the post
Education & Training	<ul style="list-style-type: none">• At least 3 years work experience as Finance Assistant.• AAT qualification.
Knowledge	<ul style="list-style-type: none">• Good knowledge of accounting and bookkeeping procedures.• Good knowledge of financial procedures.
Communication	<ul style="list-style-type: none">• Good communication skills, with the ability to write short reports, and convey your message fluently.
Numeracy	<ul style="list-style-type: none">• Attention to detail, with an ability to spot numerical errors.
IT Skills	<ul style="list-style-type: none">• Advanced Microsoft Office 365 skills (Outlook, Word, Excel, Teams, SharePoint, OneDrive).• Good knowledge of Sage Line 50 Accounting system.
Behaviours	<ul style="list-style-type: none">• The ability to work on own initiative without supervision and the ability to work as team member.• Drive to learn and improve our ways of working.• Organisational and time-management skills

Diversity, Equity, and Inclusion

We welcome and particularly encourage individuals who identify as LGBTQi+, differently abled, women from ethnic minorities, people from various economic backgrounds and people with lived experiences.

If you have lived experience as a refugee, we highly recommend you get in touch with our Education and Employability Officer who will be able to schedule a phone call to discuss British style interviews Chris@wrc.wales

Our approach to interviews is:

- ✓ We will ask questions about you- to understand your strengths.
- ✓ Our interview questions will be based around the Job Description and Person Specification.
- ✓ We will test key skills that are mentioned in the Job Spec.
- ✓ You will score higher- if you give us **examples** and explain what you did.

How to apply?

Please complete our Application Form. Please note CVs will not be accepted

Deadline for applications: [Friday 10th March 2023 at 10am](#)

Please submit your application to recruitment@wrc.wales

Applications received after this date, will not be accepted.

Please put the name of the job role in the subject heading of interviewsail.

Invites for interview will be sent by email, and interviews will be held [on Thursday 23rd March 2023](#)