

Refugee Council

Job description



Role: Financial Planning Analyst

Mission and purpose of role: To plan and manage the budgeting, forecasting, financial analysis and reporting of the charity, providing insight & analysis to optimise performance and ensure good decision-making.

Location: Stratford

Hours: 35

Salary range: Grade 7

About us:

The Refugee Council is one of the leading organisations in the UK working with asylum seekers and refugees. We provide advice and assistance across a wide range of issues. These include helping asylum seekers through the asylum system, accessing housing, welfare, benefits, health, education and employment. Our teams work with relevant agencies such as the Home Office, Local Authorities, Housing providers and more. You can find out more about [the work we do](#), [our strategy](#), [our values](#) on our website.

Inclusion and accessibility

Ensuring that the Refugee Council is an inclusive and accessible place to work is important to us. We want to enable people from different backgrounds to apply and thrive with us. We believe our recruitment process enables that and are also happy to make adjustments on request.

[You can find out more about our DEI strategy here.](#)

About the role:

As Financial Planning Analyst, you will support the Financial Planning & Analysis Manager to provide key insight to senior management and trustees. This role requires an individual with financial modelling and analytical skills to provide insight that will be critical for driving good decision making.

Flexible working

This job is:

- Available part time
- Can be done from home / occasionally from home

Roles and responsibilities

- Input into key financial planning processes, contributing to the development of templates & tools, and consolidation.
- Lead on financial modelling or large data analysis, as dictated by the need for financial insight.
- Create dashboards and other key finance reports or analysis, as required by the Head of Finance, senior management, or finance colleagues, to provide insight into financial performance.
- Understand and analyse central adjustments such fully cost recovery calculations, and share methodologies and rationale with finance colleagues.
- Assist on the maintenance and monitoring of organisational mid to long term cashflow and develop an understanding of the external monetary environment.
- Continue professional development, staying informed of latest developments in financial planning & analysis and continuing professional development.

About you:

Essential experience

- Part Qualified (ACA/ACCA/CIMA/CIPFA) or equivalent experience
- Experience in producing financial analysis and reporting,
- Experience manipulating and interpreting large amounts of financial data
- Proven experience of financial modelling, budgeting and forecasting

Desired experience

- Experience working in the nonprofit sector
- Experience working with restricted funding and cost recovery models

Essential skills, knowledge and abilities.

- Strong proficiency in financial modelling and analysis, with advanced Excel skills
- Excellent communication and presentation skills

Desired skills, knowledge and abilities.

- Knowledge of Charity SORP and the latest VAT rules and guidance
- Knowledge and ability to use data visualisation tools