Refugee Council

Job description template

Role: Finance Officer

Mission and purpose of role: The mission and purpose of the Finance Officer is to maintain the Refugee Council's financial health and operational efficiency by managing key transactions, ensuring compliance, and supporting accurate, timely reporting for transparency and accountability.

Location: Stratford Head office London

Hours: 35.

Salary range: New London Grade 2 Scale pt 6: £28,977 pa

**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](https://www.refugeecouncil.org.uk/about-us/our-impact/), [our strategy,](https://www.refugeecouncil.org.uk/about-us/our-strategy/) [our values](https://www.refugeecouncil.org.uk/about-us/vision/) 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 diverse 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.](https://www.refugeecouncil.org.uk/about-us/board-edi-statement/)

**About the role:**

The Finance Officer at the Refugee Council plays an important role in efficiently managing resources and financial processes, ensuring funds are directed to support refugees effectively. By maintaining accurate records and timely funding, the role supports refugees in building secure lives and contributing to UK communities.

**Flexible working**

This job is:

* Can be performed remotely in line with the organisation’s hybrid working policy.

**Roles and responsibilities**

* You will post purchase invoices on the accounting system daily and raise sales invoices as they become available (on average, 10 sales invoices per week).
* You will allocate direct debit payments to the staff credit card statement monthly.
* You will manage petty cash payments, perform cash counts, and reconcile the cash tin.
* You will work alongside the Senior Finance Officers to allocate incoming funds to income accounts and resolve discrepancies.
* You will work with the Senior Finance Officer to process weekly BACs payments.
* You will perform weekly credit control duties (emailing or calling debtors) to follow up on payments for due invoices.
* You will respond promptly and professionally to finance-related questions from staff, customers, and suppliers; if unsure, consult with your line manage.

**About you:**

**Essential experience**

* You have experience in transaction processing roles, preferably in a finance environment or office.
* You are skilled in using computerised finance systems, ensuring efficient and accurate financial data entry.
* You bring hands-on experience in purchase and sales ledger functions, handling transaction entries with accuracy.
* You are comfortable performing credit control tasks, ensuring timely collections and managing outstanding debts.
* You have good communication skills to respond to finance-related queries from staff, suppliers, and clients.

**Desired experience**

* You have experience with MS Dynamics Great Plains or any computerised finance system.
* You have credit control experience.
* You have experience processing large volumes of purchase invoices in the accounting system.
* You have knowledge of financial controls, especially for purchase ledger, sales ledger, and petty cash.

**Essential skills, knowledge, and abilities.**

* You have working knowledge of Microsoft Excel and Word, enabling efficient data handling and can follow instructions to perform the task at hand.
* You can process large volumes of transaction, ensuring accuracy and timeliness under pressure.
* You have good communication skills, able to interact professionally with staff, volunteers, suppliers, and other finance service users.
* You are well-organised and can efficiently manage varied tasks and prioritise effectively for timely completion.
* You work well within teams, contributing to both the Finance team and other departments witin the organisation.