



www.sufra-nwlondon.org.uk

Registered Charity No. 1151911

Finance & Administration Manager

Salary	£28,000 - £35,000 per annum pro rata
Hours:	3 days/week (24 hours) ideally spread over 4 or 5 days Flexible working available
Contract:	1 year with the possibility of extension
Annual Leave:	4 weeks pro rata + statutory holidays
Responsible to:	Fundraising Manager
Location:	Stonebridge, London Borough of Brent

About Sufra NW London

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty and people who are vulnerable, homeless or socially isolated. We provide them with the food and support they need to survive, empower them to learn new skills and improve their wellbeing, and help them to find work and become financially stable.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of services and activities designed to address the root causes of poverty and homelessness. Our services include:

- **Food Bank:** Last year, we provided emergency food aid to around 3,000 people who cannot afford the basic cost of living. Access is strictly by referral from one of our 60 registered local referral agencies and access is typically limited to four food parcels a year.
- **Community Kitchen:** We serve a freshly cooked three-course vegetarian meal every Friday evening. Referrals are not required; the service is open to the community. Last year we served over 2,000 meals, mainly to people who are homeless, socially isolated, food bank users or those in debt or claiming benefits.
- **Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes.

- **Food Academy:** An AQA accredited 6-week cookery course that teaches young people about nutrition and healthy eating as well as food preparation and kitchen skills. The course is designed to increase community cohesion, reduce social isolation and improve the health and wellbeing of the families we support.
- **Refugee Support:** Our Refugee Resettlement Programme helps newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.
- **Employment Training:** We regularly run programmes designed to empower the long-term unemployed to find work by gaining professional skills and experience. Our accredited courses also help with CV writing, work experience and finding work.
- **St. Raphael's Edible Garden:** We've worked with local residents to turn an abandoned space on the estate into a Community Garden, where we offer horticulture courses and volunteering opportunities for local residents and people with additional mental/physical health needs. The space includes a teaching tipi, a wildlife pond, a chicken coop (with 20 egg-laying hens), an orchard and an abundance of raised beds for growing vegetables and fruit.

Each of these services is designed to lead vulnerable people on a personal journey from crisis to economic stability, social inclusion and active participation in the community. We rely heavily on our dedicated volunteers to ensure that we can deliver our services, and we work closely with faith groups, schools and voluntary sector organisations who provide a wide range of additional support.

Role Description

We are recruiting a Finance and Administration Manager to help scale-up the charity's financial and administrative infrastructure in line with the growth and development we have experienced in recent years. The postholder will work closely with the Director and the Senior Finance Advisor to prepare and manage budgets, monitor income/spending and prepare management accounts for the Board of Trustees. Among other responsibilities, they will line manage the Administrative Officer and oversee the charity's digital infrastructure and HR systems.

We are seeking someone with at least 3 years' charity finance experience who can take responsibility for ensuring financial procedures are maintained in line with the charity's policies and can identify/make improvements to systems and processes, as necessary. This is a hands-on role in a grassroots charity where you will be working closely with the existing part-time Senior Finance Advisor (who works remotely) and members of the Management Team to re-shape how we manage all aspects of our financial administration.

The candidate will be a confident communicator and an organised self-starter. You will have experience managing staff and be capable of prioritising urgent tasks and working under pressure. The ideal candidate would be interested in taking on additional finance responsibilities as the charity continues to grow in the years ahead.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality and inclusivity. We are looking for an exceptionally committed individual who is willing to go the extra mile and has an adaptable and flexible attitude. Through your activities, you will be able to convey the charity's passion and commitment to supporting vulnerable people and help the charity transform the lives of beneficiaries.

Flexible working hours/days are available to fit around childcare or other needs, including some home working.

To apply for this role, please submit the following by email to admin@sufra-nwlondon.org.uk:

1. A CV and a short Covering Letter that is no more than 2 pages long.
2. A completed Equal Opportunities Form, which can [be downloaded here](#).

Please note: Shortlisted candidates may be asked to complete a Work Task prior to their interview.

DEADLINE FOR APPLICATIONS: Wednesday 14th October 2020

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Main Duties & Responsibilities

Lead all aspects of financial strategy and planning, as well as managing budgets and spending, preparing management accounts, and managing the charity's digital and administrative infrastructure.

Financial Strategy and Planning

- Review and update finance policies and procedures
- Prepare management accounts and forecasts
- Work with Director on Financial Strategy, Planning and Budgets

Financial Administration

- Monitor, reconcile and report on all spending and income
- Manage cash donations and banking procedures
- Establish and monitor a petty cash system
- Managing invoicing and issuing receipts
- Manage Gift Aid processes
- Respond to finance and donation enquiries
- Ensure financial controls/procedures are maintained in line with policy

Administrative & Digital Infrastructure

- Line manage Administrative Officer
- Act as Data Protection Officer
- Manage and improve administrative/digital infrastructure
- Support in establishing a CRM and other systems and forms/spreadsheets
- Manage insurance policies, professional subscriptions, and other contracts
- Support the SMT in maintaining Trusted Charity accreditation

Human Resources/Other

- Manage HR Systems and Processes, incl. recruitment and HR queries
- Review and update staff handbook and HR policies
- Undertake any other reasonable duties to support the operations of the charity.

Person Specification

Competency	Specification	Essential	Desirable
Education	Degree in any discipline	✓	
	Relevant finance qualification or equivalent experience	✓	
Experience	Charity finance experience (3 Years)	✓	
	GDPR Data Protection Policy and Procedures	✓	
	Senior Administrative Role	✓	
	Managing HR systems		✓
	Developing and managing digital infrastructure	✓	
	Developing and managing a CRM system		✓
	Managing staff	✓	
Skills & Abilities	Excellent written and oral communication skills	✓	
	Ability to work with others professionally	✓	
	Advanced IT and Digital Skills (Microsoft Office, Teams, One Drive, CRM systems)	✓	
Attitude	Honest and trustworthy	✓	
	Positive, friendly and hard-working	✓	
	Willingness to engage in further training	✓	
	Commitment to the values of Sufra NW London	✓	