



Right to Remain Job Application Pack – December 2024 Finance and Operations Manager

Job title: Finance and Operations Manager

Location: Right to Remain Office, Bethnal Green, London. Hybrid working could be arranged.

Salary: £42,000 (inclusive of London weighting) per annum FTE, pro-rated.

Hours: Part time 0.8 FTE (28 hours per week). 0.6 FTE (21 hours per week) could be considered, depending on experience.

Contract: A fixed term 12 month contract, 6 month probationary period. Possibility of contract extension subject to funding.

Reporting to: Director

Benefits: 36 days of annual leave per year, inclusive of statutory holidays; (pro-rata entitlement for 0.8 FTE / 28 hours is 28.8 days per year inclusive of statutory holidays); employer pension contribution of 5%.

Closing date for applications: 12:00 noon, Monday 27 January 2025.

Interviews: Date to be confirmed.

Start Date: As soon as possible

About Right to Remain

Right to Remain is a national migration justice organisation, working with hundreds of communities and groups across the UK. As a key anchor organisation for the migration justice movement, we uniquely combine public legal education that democratises knowledge, strategic convening that harnesses radical solidarity and community organising that builds power, further empowering people to establish their right to remain and collectively challenge injustices of the immigration and asylum system. Our vision is a world where everyone can exercise their right to remain where they need to be with dignity and humanity. Our values are agency, people power, mutual aid, solidarity, anti-racism and foregrounding people with experience. You can find out

more about our organisation at our website www.righttoremain.org.uk. You can also read our [impact report 2022/23](#) and [annual accounts 2023/24](#).

About the role

Right to Remain is looking for a skilled and proactive Finance and Operations Manager to join its small staff team. The successful candidate will be utilising their previous experience of managing finance, HR and office administration in small charities or non-profit making organisations to ensure Right to Remain operates smoothly and effectively. They will be working with the Director to improve, set up and embed a number of new office management systems. They need to be confident in stepping into this new, critical, role for the organisation, working closely with the Director to help the organisation grow to implement its strategy. They will be combining their excellent attention to detail with their skills in holistically and strategically supporting the organisation, working both independently and in close liaison with colleagues.

Currently we have five staff members. One staff is based in Manchester while the rest of the team is based in London. This post is London-based.

This is a part-time post, offered either 0.8 or 0.6 FTE, depending on the successful candidate's level of experience, skill sets and circumstances.

We encourage you to have an informal chat about the post before applying. Please contact Eiri Ohtani, Director, at eiri@righttoremain.org.uk, if you would like to have a chat. Please note that you will need to have the right to work in the UK as Right to Remain is unfortunately not in a position to sponsor people for work visas.

Job Description

Finance

- Ensure all income and expenditure is correctly processed and logged and accounts reconciled by:
 - Maintaining financial records.
 - Processing and issuing invoices.
 - Processing staff expenses claims.
 - Managing banking and carrying out bank reconciliation.
 - Liaising with the accountants to produce Management Accounts.
- Prepare and monitor monthly and quarterly finance reports.
- Maintain and monitor cash flow forecasts.
- Prepare budgets as required for funding applications, monitoring reports and the Management Committee meetings, working with the Director, Treasurer and other staff members when appropriate.
- Support the Director and Treasurer to liaise with accountants to prepare annual accounts and reports for annual independent examinations and ensure that the approved

accounts and reports are submitted on time to the Charity Commission and Companies House.

- Manage donations and grant administration.
- Manage merchandise stocking, sales and finance records
- Undertake other appropriate finance duties as required and as agreed with the Director and Treasurer.

Office management

- Lead the day to day office management and administration to ensure smooth running of our office including, for example, GDPR compliance, health and safety, safeguarding and liaising with the office landlord.
- Manage and process purchasing of goods and services, such as stationary, printed material, phones, IT equipment, licences (Zoom, Action Network, web hosting etc), insurance, membership and subscriptions.
- Liaise with external suppliers to oversee IT systems, websites and cyber security.
- Develop and maintain organisational policies and procedures and Office Manual with the Director and the Management Committee, ensuring legal and regulatory compliance, including Charity Law, Data Protection, Health & Safety and Employment Law.

HR administration

- Ensure HR systems such as timesheets, sickness and annual leave records are in place and maintained and staff adhere to policies.
- Oversee staff payroll and pension.
- Provide administrative and logistical support for recruitment, contracting and other appropriate HR functions.
- Prepare HR related reports for the Director and the Management Committee.
- Organise staff training, away days and wellbeing activities.

General

- Report to the Director on the progress of work.
- Attend Management Committee meetings to provide reports when required.
- Undertake other appropriate duties as required and as agreed with the Director.

Person Specifications

Required

- Experience of working in an office management role in a charity or non-profit organisation with proven financial management knowledge and experience for at least two years in the UK.
- Good understanding of the UK legal requirements for registered charities and good practice within charity law, charity finance, grant funding and financial control.
- Knowledge of HR processes including recruitment, payroll, contracting.
- Excellent attention to detail and organisational and project management skills.

- Excellent IT skills, with ability to use and manage processes for a range of packages.
- Ability to handle sensitive and confidential staff and organisational information.
- Good written and spoken English and communications skills.
- Ability to be proactive and flexible and to work independently and also as part of a small team.
- Ability to prioritise, organise own workload and meet deadlines.
- Commitment to the values and ethos of Right to Remain.
- Right to work in the UK.

Desirable

- Experience of using QuickBooks or Sage software for bookkeeping purposes.
- Accounts or financial management equivalent qualifications.
- Experience of fundraising.
- Experience of managing staff.
- Experience of administering websites and/or Google Workspace.
- Knowledge of or direct experience of the UK asylum and immigration system.

HOW TO APPLY

Please note that applicants must have a current legal right to work in the UK.

Please send the following documents to eiri@righttoremain.org.uk by email with 'Finance and Operations Manager' as the subject, by 12:00 noon, Monday 27 January 2025.

- Your completed application form.
- Your comprehensive CV.
- A completed Equality Diversity Monitoring Form.

We will send a standard acknowledgement of all applications received (if you do not receive this acknowledgment please contact us to ensure your application has been received) but will only individually contact short-listed candidates. We are unable to offer feedback to unsuccessful candidates.

The interviews will take place in person. Please let us know if you have any access needs. If you are short-listed, you will also be informed of the tasks you will need to complete in advance of or during the interview. Your responses to these tasks will form part of the assessment process.

Disclosure of unspent convictions - DBS

Any offer of employment will be subject to the satisfactory completion of a criminal convictions disclosure form, detailing any unspent convictions (via the Disclosure and Barring Service). The

disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered.

December 2024