

Job title: **Finance Manager**

Location: **Bradford, West Yorkshire**

Type: **Full-time**

Salary: **£50,000 - £55,000 per annum**

Application deadline: **7 March 2025**

Expected start date: **16 March 2025**

About HRF

Human Relief Foundation is a dynamic and impactful non-profit humanitarian organisation dedicated to **providing humanitarian assistance to those affected by natural disasters, armed conflicts, and poverty across the world**. Our focus is on providing assistance in the areas of emergency response, education, orphan care, healthcare, and sanitation.

Human Relief Foundation has been one of the first responders to major crises in many countries.

Overview

We are seeking a highly skilled and motivated Finance Manager to join our team. You will be responsible for overseeing financial operations, ensuring compliance with financial regulations, and providing strategic financial guidance to support the Human Relief Foundation's goals. This role requires strong leadership abilities and a comprehensive understanding of financial management principles.

Person Specification

- Must hold a professional accountancy qualification: ACCA, CIMA, ACA or CIPFA.

Responsibilities:

- Acting as point of contact and spokesperson for all financial aspects of the charity and a trading subsidiary company;
- Providing complete and parallel financial accounting services to the charity and its trading subsidiary arm, maintaining proper records of all financial activities, and reconciling any inter-company issues between the charity and its trading arm;
- Implementation & administration of a Pension Plan for both the charity and the subsidiary as and when required;
- Providing financial expertise, leadership and high quality support to the management team in the UK and our international offices;
- Dealing with all queries and compliance issues relating to HMRC, Charity Commission and the Office of the Scottish Charity Regulator;
- Preparing quarterly reports for management and trustees and presenting these to management or the board of trustees;
- To ensure the provision of accurate and timely financial information including budgets and forecasts;

- Maintain income sheets of revenue including standing orders and any other monthly revenue such as grants or other payments;
- Integrating Sage, QuickBooks with existing internal charity databases.

Maintaining separate records and reconciliations for:

- Restricted or ring fenced donations or grants for specific projects;
- Funds raised through specific fundraising events or for specific projects (including setting up and managing separate budgets and expense controls for each).

Managing and administering:

- All day to day incoming & outgoing amounts, banking and cash flow handling and settling all approved invoices and expense claims;
- Payroll for the Charity office staff and the Charity shop employees through the subsidiary;
- Outgoing payments for the UK offices and making International payments;
- Receipt of payments and making payments, in the UK and for projects Internationally in the field whilst maintaining separate budgets and records and liaising where necessary with International Programmes Department and other relevant departments;
- You will be responsible for the management and development of the small team of finance staff in the UK and internationally.

Completion of all relevant quarterly, annual and other statutory compliance requirements for both the charity and its subsidiary, including:

- Preparation and submission of quarterly Gift Aid returns and quarterly VAT returns to HMRC;
- Preparation of annual end of year accounts, filings and documentation for annual audits;
- Filing all relevant records with HMRC, Inland Revenue, Charity Commission, and Office of the Scottish Charity Regulator;
- Maintaining all relevant records and implementing changes to existing handling of records as required for compliance purposes.

Benefits

- Additional leave
- Bereavement leave
- Company pension
- Employee discount
- On-site parking
- Referral programme

How to Apply

Interested candidates should submit a CV and a cover letter detailing their interest in the position to ifza@hrf.co.uk