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| https://leicester.cityofsanctuary.org/wp-content/uploads/sites/30/2016/01/cofs-logo-house_hires_colour-smaller.png | **Leicester City of Sanctuary** |

**Leicester City of Sanctuary is seeking an experienced finance and administration officer to produce and manage the accounts and to provide some administrative support.**

Leicester City of Sanctuary (LCoS) is a dynamic, volunteer led organisation, delivering a wide range of projects that support refugees and asylum seekers across Leicester and Leicestershire. These include a weekly drop in centre, ESOL classes and a variety of other activities.

This new post will be responsible for regular financial activities, recommending a budget, monitoring spending across multiple projects and providing regular updates on the financial situation. They will also undertake some general administrative tasks to support the activities of the charity.

**What is City of Sanctuary?**

City of Sanctuary is a movement committed to building a culture of hospitality and welcome, especially for refugees seeking sanctuary from war and persecution. There are local groups from towns and cities across the UK and Ireland, all committed to building this culture of welcome across every sphere of society. Wherever refugees go, City of Sanctuary want them to feel safe and find people who will welcome them.

You can find out more about City of Sanctuary here – [www.city](http://www.city)ofsanctuary.org

Leicester City of Sanctuary is an incorporated organisation and registered charity and works with the national body on wider strategy issues.

You can find out more about Leicester City of Sanctuary here – www.leicester.cityofsanctuary.org

**How to Apply**

Please refer to the job description, person specification and organisational chart which are attached.

If you wish to apply, please email your CV, including two names of people we can contact for references, and a covering letter to the chair of trustees, Revd Pete Hobson, using the address below. Please tell us why you are the right person for this job and highlight any relevant experience you may have.

Email: petetrustee@leicester.cityofsanctuary.org

**Closing date for applications: 5th January 2018**

**Interview date: 12th January 2018**

**LEICESTER CITY OF SANCTUARY**

**JOB DESCRIPTION**

**FINANCE AND ADMINISTRATION OFFICER**

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| **JOB TITLE** | Finance and Administration Officer |
| **JOB PURPOSE** | To produce and manage the accounts for Leicester City of Sanctuary and to provide administrative record keeping support. |
| **HOURS** | 20 hours per week |
| **SALARY** | JNC scale 19 - £18,746 pa pro rata |
| **HOLIDAYS** | Statuary leave - pro rata |
| **CONTRACT** | Fixed term one year in the first instance |
| **MANAGED BY** | The Trustee leading on Finance |
| **REPORTING TO** | The Board of Trustees |
| **LOCATION** | Home based and attending LCOS activity as necessary |

**RESPONSIBILITIES AND DUTIES**

1. Ensure the monies available to Leicester City of Sanctuary are used efficiently and effectively for the purposes for which they are intended.
2. Prepare and present a draft annual budget to the Trustees for their approval and adoption.
3. Undertake a range of regular routine financial activities including:

* Banking donations and grants
* Preparing, providing, checking weekly cash floats for the different activities
* Managing petty cash amounts
* Paying volunteer expenses
* Seeking quotes for services needed, e.g. annual insurances etc
* Paying invoices for goods and services provided
* Administering the LCOS Gift Aid scheme and claiming Gift Aid on donations made

1. Maintain and regularly update the accounts of Leicester City of Sanctuary, reconciling monthly bank statements with our own financial records.
2. Meet regularly with a nominated Trustee to discuss the work and to update him/her on the financial situation and any issues arising.
3. Liaise with the volunteer co-ordinators of the constituent projects within Leicester City of Sanctuary to ensure that they have the financial resources and procedures in place to run their projects well.
4. Respond to financial queries from volunteers, donors and potential donors in a prompt and efficient manner.
5. Work closely with the co-ordinator and be a member the Leicester City of Sanctuary Management Team.
6. Assist in the process of preparing fund raising applications and presentations, providing relevant information in appropriate formats.
7. Prepare short regular reports for the Management Team upon which they can base their spending decisions.
8. Provide regular updates on our project spend for partner organisations with whom we are collaborating.
9. Prepare a quarterly financial report for Trustees, attending the Trustees meeting, if asked, to discuss this and other related financial matters.
10. Work with independent auditors to ensure our accounts are well managed, comply with our own financial regulations and present an accurate picture of the financial health of the Charity.
11. Prepare the annual accounts of the Charity in line with the Charity Commission expectations and working with the Trustee Lead on Finance, present this to the AGM and file with the Charity Commission.
12. Undertake reasonable requests for such other duties as are required to ensure the collaborative, smooth and purposeful running of Leicester City of Sanctuary, subject to overall hours available

December 6th 2017

**LEICESTER CITY OF SANCTUARY**

**PERSON SPECIFICATION**

**FINANCE AND ADMINISTRATION OFFICER**

**ESSENTIAL**

Commitment to the aims and ethos of the City of Sanctuary movement

Excellent organisational skills and attention to detail

At least 2 years’ experience of bookkeeping and managing accounts for a small organisation or sole trader

Good IT skills

Familiarity with Google Spreadsheets and with one or more other computerised accounting packages

Knowledge and skills in how to prepare and present financial reports in a style and format that is easily understandable to Trustees and others and provides a sound basis for their respective decision making

Self-motivated and able to work and deliver to deadlines without constant supervision

Understanding of the rules and regulations governing the work of charities

**DESIRABLE**

Empathy with the experience of those seeking asylum or refuge in the UK

Knowledge and experience of working in the voluntary and community sector

Possession of a recognised accountancy or bookkeeping qualification, or working towards one