

## Senior Finance Manager

Job Title:	Senior Finance Manager
Responsible to:	Director of Finance
Hours:	9 – 5.30pm, 37.5 hours per week (full time)
Salary:	£55,000
Location:	Helen Bamber Foundation office, 26 - 30 Westland Place, London N1 7JH
Start Date:	As soon as possible
Contract type:	Permanent contract
Benefits:	<p><b>Annual Leave:</b> 27 days plus bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service) plus up to 4 discretionary days for the winter closure period</p> <p><b>Winter closure period:</b> Two week winter closure period where the charity is closed</p> <p><b>Pension:</b> 4% contribution by the Helen Bamber Foundation Group</p> <p><b>Enhanced pay:</b> Enhanced maternity, paternity, adoption and Family Reunion pay</p> <p><b>Flexible working practices:</b> we care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance including the opportunity to work abroad for up to 4 weeks a year</p> <p><b>Hybrid working:</b> 60% office presence</p>

## BACKGROUND

*“Our society will be judged by how we respond to those to whom we owe nothing.”*

Helen Bamber OBE

**Vision:** All survivors of trafficking, torture, and extreme human cruelty have safety, freedom, and power.

**Mission:**

- **Support:** Using our Model of Integrated Care and legal expertise, we protect survivors from persecution, re-trafficking, exploitation, and abuse.
- **Collaborate:** Working with individuals with lived experience and key partners, we tackle systemic challenges facing survivors, train practitioners, and promote best practices to support more people.

- Advocate: Drawing on our unique expertise, we drive policy and systemic changes to improve access to protection and uphold the human rights of survivors.

The Helen Bamber Foundation, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Helen Bamber, who entered Bergen-Belsen Concentration Camp in 1945 as part of one of the first rehabilitation teams, recognised that all survivors of extreme violence—regardless of the perpetrator—require safety, legal protection, and medical and emotional support. Today it is a specialist clinical and human rights charity that works with people seeking asylum and refugees who are Survivors of trafficking, torture and other forms of extreme human cruelty.

In 2020 the Helen Bamber Foundation joined forces with Asylum Aid (established in 1990) to form the Group. Asylum Aid specialises in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people. Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove barriers to protection and justice. Asylum Aid maximises its impact by providing training and working in partnership with other organisations.

Today, the Helen Bamber Foundation's unique Model of Integrated Care (MoIC) provides holistic support encompassing therapy, legal advocacy, medical treatment, and practical assistance, helping survivors rebuild their lives with safety, freedom, and dignity. Using our expertise we drive best practice and systems change to deliver for all survivors.

We are innovative, ambitious and compassionate. The bravery and resilience of our clients is an inspiration to all the team at Helen Bamber Foundation Group, which comprises Helen Bamber Foundation and Asylum Aid. We believe that all Survivors should have safety, freedom and power to rebuild their lives.

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## Equity, Diversity & Inclusion

Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff, and we are an equal opportunities and Living Wage employer.

We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We recognise and value the role diversity plays in good governance and genuinely welcome and encourage applications from a range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma.

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## OVERVIEW OF THE ROLE

This new role will play a key part in ensuring strong financial management of the organisation's financial resources. This position is key for both Helen Bamber Foundation and Asylum Aid and the postholder will work closely with all members of the finance team in delivering both the organisational and financial strategies.

The candidate will have confidence and experience in producing high quality and accurate management accounts and variance analysis, as well as proven FP&A experience in supporting a charity's annual financial planning cycle. As the organisation moves into a new strategic cycle, the post holder will play a key role in supporting the development of financial systems and processes ensuring that the finance department evolves as required.

As Senior Finance Manager, you will be reporting to the Director of Finance and Governance and will be directly line managing the Finance Manager. Supporting their development as they progress with their accounting qualifications will be a key requirement in this role, and you will have the opportunity to work with and mentor them through this.

## MAIN DUTIES AND RESPONSIBILITIES

- Lead on the production of monthly management accounts for both entities (Helen Bamber Foundation & Asylum Aid) including variance analysis.
- Oversight of month end close process carried out by the Finance Manager ensuring accuracy and timeliness.
- Supporting the annual planning cycle including regular re-forecasts as well as the annual budget planning process.
- Provide reports and accurate project accounting for joint partnerships with other organisations.
- Support the development of devolved budgets and budget holder responsibilities across the organisation. Provide business partnering to future budget holders across the organisation.
- Lead on production of the annual financial statements in adherence with FRS102 and charity SORP. This includes review of the year-end adjustments and liaising with the communications team on production of the annual report.
- Play a leading role in the annual audit process, dealing with our external auditors and ensuring a smooth and efficient audit process.
- Support cash flow forecasting ensuring that latest risks and opportunities are considered.
- Support the fundraising team with bid applications ensuring that budgets are accurate and aligned to strategy.
- Responsibility for the updating and implementation of key financial control procedures and policies across the organisation.
- Continually look to improve financial processes both within the finance team and across the organisation. This role will play a key role in delivering the financial strategy including systems development.
- Provide payroll cover as required – payroll is outsourced to an external payroll bureau.
- Provide good quality line management to the Finance Manager as well as indirectly to 2 part time Finance Assistants. Be seen as a leader within the organisation.
- Provide development opportunities for the finance team and in particular, to the Finance Manager who is undertaking their accounting qualifications.
- Adherence to key financial deadlines throughout the financial year (VAT returns, month end, financial year-end etc).

## PERSON SPECIFICATION

### Essential criteria

- Qualified accountant (ACCA/CIMA/other) with a minimum of 3 years post qualified experience.
- Knowledge and experience in working with Sage50 accounting package.
- Experience of producing monthly management accounts and variance analysis.
- In depth knowledge and experience of producing VAT returns.
- Suitable experience within the charity sector.
- Experience of preparing annual accounts including deep working knowledge of the Charity SORP.
- Experience in line management of a Finance Manager role and of working in small teams.
- Ability to work independently and proactively provide solutions to problems.
- Strong IT skills including advanced Microsoft Excel knowledge – ability to use software for forecasting and analysis.
- Understanding of, and commitment to, the values and mission of the Helen Bamber Foundation Group.

### Desirable criteria

- Knowledge and experience of at least one other cloud based accounting package (Xero, Quickbooks etc).
- Experience of accounting system migration from one package to another.

## APPLICATION PROCESS

The first stage is to complete our online application form on our website **by 9am on Tuesday 6<sup>th</sup> May 2025**.

The website form will ask you to:

1. Upload a short covering letter. Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role.
2. Upload your current CV.
3. Complete an online Equal Opportunities monitoring form – completion of this form will help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. The questions are entirely optional and this information will not be available to members of the selection panel.

For any queries, please contact Tom Smith, Director of Finance at [Thomas.smith@helenbamber.org](mailto:Thomas.smith@helenbamber.org)

## SELECTION PROCESS

We anticipate that we will invite candidates to an initial 15-minute online screening meeting on the comencing week the 12th of May, 2025 , followed by shortlisted candidates being invited to an online interview on the week of the 19th Of May,2025.

At Helen Bamber Foundation Group we want to be transparent about what kind of qualities we are looking for and build trust from the very beginning of your journey with us. The first step is your interview, and we mean 'your' interview so we will provide you with your interview questions ahead of the interview. This will allow you time to prepare, and ensure you have your best examples in mind.

## ELIGIBILITY

Please note that the successful candidate will have the right to work in the UK and will be subject to a DBS check. If appointed, you will also be required to give your consent to the charity to receive regular updates on your criminal records status throughout your employment and to disclose any relevant convictions incurred during your time with us.

## ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at [jobs@helenbamber.org](mailto:jobs@helenbamber.org).

## EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

