

## Finance Assistant

<b>Job Title:</b>	Finance Assistant
<b>Location:</b>	Helen Bamber Foundation, 26 - 30 Westland Place, London N1 7JH
<b>Responsible to:</b>	Senior Finance Assistant
<b>Hours:</b>	9 – 5.30pm, 37.5 hours per week (full time)
<b>Salary:</b>	£28,900
<b>Start date:</b>	As soon as possible
<b>Benefits:</b>	<p>Annual Leave: 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>Winter closure period: two week winter closure period where the charity is closed</p> <p>Pension: 4% matched contribution by the Helen Bamber Foundation Group</p> <p>Enhanced pay: Enhanced maternity, paternity, adoption and Family Reunion pay</p> <p>Flexible working practices: we care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance</p> <p>Monthly group Clinical supervision for all staff (a safe space with an therapist)</p> <p>Hybrid working: 60% office presence</p> <p>Three days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff)</p> <p>Occupational health assessments to understand how we can support and make reasonable adjustments</p> <p>Training and learning opportunities</p> <p>Employee assistance programme which includes counselling service, wellness advice, legal and money advice, and other matters</p>

## BACKGROUND

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

Helen Bamber OBE

## OUR VALUES

At Helen Bamber Foundation, we are: Welcoming, Determined, Principled, Expert, Collaborative and Innovative

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

**Purpose:** Together with survivors, partners and supporters we change systems by taking action and bearing witness so that all survivors of trafficking and torture can access recovery and protection

**Mission:**

- Combining lived and learned expertise the Helen Bamber Foundation Group puts the Human Rights of survivors of trafficking, torture and extreme human cruelty at the centre of everything we do. **Together we rebuild lives.**
- We and change the systems that further traumatise, isolate and fuel the exploitation of survivors. **Together we challenge.**
- We lead and enable improvements to best practice and policy in the UK and Globally based on evidence from lived and learned expertise. **Together we transform.**
- We host and partner with others to maximise collaboration in pursuit of safety, freedom and power for all survivors of trafficking, torture and human cruelty. **Together we are stronger.**

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 genuinely welcome and encourage applications from candidates from 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 who are under-represented in our organisation.

We recognise and value the role of lived experience in meeting the needs of our clients and acknowledge the under-representation of people with lived experience of forced migration, statelessness and trauma in the refugee and migration sectors. We value experience gained overseas as well as in the UK and you will receive full training to enable you to transfer your knowledge and skills to the UK context.

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## OVERVIEW OF THE ROLE

Helen Bamber Foundation Group has experienced significant growth and change in recent years. The finance department is integral to the continued success of the organisation. This role presents an exciting opportunity to contribute to the development of the finance team, changing to meet the growing needs of the charity.

Working closely with the Senior Finance Assistant, the Finance Assistant will undertake a broad range of responsibilities and play a key role in ensuring financial information is processed accurately and in a timely manner. The work directly enables the production of management accounts that support clear decision-making within the charities.

The Finance Assistant will gain hands-on exposure to accounts payable, bank reconciliations, month-end journals, VAT, and finance systems work, with clear opportunities to progress within the team as skills develop.

The Finance Assistant will help maintain positive supplier relationships through the timely and accurate payment of invoices, and will support the Senior Finance Assistant with bank reconciliations, petty cash, card transactions and month-end journals, helping to safeguard the charities' assets.

The ideal candidate will demonstrate a proactive and adaptable approach, excellent attention to detail, strong time management skills, and experience supporting teams effectively.

## MAIN DUTIES AND RESPONSIBILITIES

### Key Focus

- This position encompasses responsibilities within operational finance, including managing accounts payable activities for the Helen Bamber Foundation Group, performing bank reconciliations, petty cash management, debit/credit card reconciliation, journals, and ensuring the accuracy and timeliness of accounting records.

- The role will support the Senior Finance Assistant in the enhancement of the financial systems, as well as assisting with financial reporting and reconciliations. Collaboration with other departments within the organisation is also a key component of this role.

#### **Operational Financial Management:**

- Responsible for the daily financial operations, including entering invoices onto the finance systems in an accurately, applying correct coding, and completing tasks within required timescales.
- Process scheduled fortnightly and ad hoc payment runs through the online banking portal, ensuring suppliers are paid in line with agreed payment terms and approval processes.
- Support the management and accuracy of supplier master data records.
- Identify any issues with invoices, working proactively to resolve queries through to payment or write-off where appropriate. Maintain positive supplier relationships and respond to ad hoc invoice and payment queries in a professional and timely manner.
- Perform regular bank account reconciliations for Helen Bamber Foundation Group.
- Administer petty cash, ensuring accurate recording, reconciliation, and compliance with procedures.
- Process and reconcile debit and credit card transactions, ensuring appropriate documentation and coding are maintained.
- Monitor and manage the Finance inbox, ensuring queries are dealt with promptly.
- Support the development and improvement of finance systems and related process documentation.
- Assist with month-end close activities, including the preparation and posting of journals.

#### **Internal Controls & Compliance:**

- Ensure compliance with established financial policies, procedures, and internal controls.
- Assist the Senior Finance Assistant with audit preparations and the provision of requested documentation.
- Support compliance with VAT, Gift Aid, and other relevant tax regulations.
- Contribute support and suggestions for finance system and process improvements where identified.

The Finance Assistant will, from time to time, be required to undertake other duties of a similar nature as may reasonably be required by the Senior Finance Assistant. Flexibility will be essential due to the changes the organisation is undergoing.

## PERSON SPECIFICATION

### Essential Qualifications & Experience:

- Minimum AAT Level 2 qualification, or qualified by relevant experience.
- Commitment to ongoing study and professional development.
- Working knowledge of Microsoft Excel, with a willingness to develop further; comfortable using or learning accounting software.
- Excellent organisational skills, with strong attention to detail and the ability to manage multiple priorities effectively.
- Strong written and verbal communication skills.
- Understanding of, and commitment to, the values and mission of the Helen Bamber Foundation Group.
- Curiosity and a willingness to learn, with an openness to feedback and to developing new skills on the job.
- Ability to handle sensitive and confidential information with discretion.

### Desirable:

- Good knowledge of processing VAT invoices.
- Knowledge and experience of Sage, and at least one other cloud-based accounting package (Xero, QuickBooks etc).

## APPLICATION PROCESS

The first stage is to complete on our online application form on our website **by 9am on Monday 22<sup>nd</sup> June 2026**.

The website form will asked you to:

1. Upload a short covering letter. Please tell us why the position appeals to you, and how your relevant skills and experience, including any voluntary experience and lived experience, matches the listed responsibilities and person specification. Please also state in your covering letter when you would be available to start 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.

## SELECTION PROCESS

We will invite shortlisted candidates to **in-person interview** at our offices in Old Street on **the 6<sup>th</sup> & 9<sup>th</sup> July 2026** We will also ask you to complete a short exercise on the day.

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 must have the right to work in the UK (as a small charity we do not have the capacity to sponsor work visas).

Successful candidates will also 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.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask them for an independent and confidential support for your job application and access other information and resources.

They can help you in preparing your job application including providing one-on-one mentoring application and interview preparation support.

## STATEMENT ON ARTIFICIAL INTELLIGENCE (AI) AND RECRUITMENT

At the Helen Bamber Foundation we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you – we want to hear from you.

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

