



Shelter for those fleeing persecution abroad

## FINANCE OFFICER AUGUST 2023



We would like to thank you for your interest in applying for the role of Senior Project Support Worker (3.5 days, 26 hours per week, ) or Finance Officer (1.5 days, 11 hours per week) for our Leeds Project. These roles are currently carried out by one person. We will consider applications from people with the skills and experience who want to carry out both roles or from people who want to apply for one part-time role. We hope that the job pack provides you with all the information you need to make a decision whether this role may be right for you.

# Overview of our work at Abigail Housing

Abigail Housing is a Yorkshire based charitable organisation founded in 2007, working across Leeds and Bradford, existing to support refugees and asylum seekers who have fled persecution abroad and become homeless at the end of the asylum process. We have 14 years' experience of meeting the needs of destitute asylum seekers and refugees, alleviating isolation and preventing homelessness whilst collaborating with other local services to enable those who settle here to rebuild their lives.

Abigail Housing delivers two projects across Leeds and Bradford: Both projects are developing 'experts by experience' groups to work closely with our residents to improve and develop our services to meet their needs. Both projects as well as having paid staff recruit volunteers to enhance what we do.

**Leeds Refugee Project** prevents homelessness and supports engagement among newly recognised refugees who have recently been granted Leave to Remain through temporary supported housing, sign-posting advice to access employment, education, welfare benefits and accessing long-term housing and setting up a new tenancy. We currently manage 18 houses or flats offering accommodation to up to 68 adult refugees in Leeds, mostly to single people. One of our houses is currently let to a family with children. All of the properties we manage in Leeds are owned by private landlords. The team in Leeds also includes a project manager, a project support worker, a volunteer coordinator, finance officer - these are a mixture of full and part-time roles. At any one time we have around 12-15 people volunteering with the project.

**Bradford Destitution Project** provides accommodation and support up to 15 destitute refused asylum seekers at any given time, across the 5 properties we manage, which we either own, lease on peppercorn rents, or have been gifted from generous landlords. We also have an additional large family size property which we own, which is currently accommodating a refugee family. The provision offered at the project is the largest of its kind in the area, people seeking asylum to experience stability and safety while seeking legal help to make further submissions to the Home Office. All residents access a weekly drop-in, held at our office facility. This is a welcoming space where residents can collect their weekly allowance (£20), food parcels, travel expenses to appointments and engage with other support. The Destitution Project provides residents with stability and safety, promotes social inclusion, encourages independence, and prevents homelessness and destitution.

## Our Mission:

"Shelter for those fleeing persecution abroad". A housing charity and company limited by guarantee, providing temporary accommodation and associated support to destitute asylum seekers and recently recognised refugees, in housing need across West Yorkshire. Through:

- Preventing destitution and homelessness.
- Alleviating social exclusion.
- Re-engagement with the asylum process.
- Support with longer-term housing options.
- Assistance with accessing other services which support health, wellbeing, rights and entitlements and quality of life.

## Our Vision:

'Creating a welcoming environment for all people seeking sanctuary in West Yorkshire'.

## Our Values:



# Role Brief

As a Finance Officer with Abigail Housing, you will be a dynamic individual with experience of finance and administrative work. Probably with experience of working in the voluntary and charitable sector in this kind of role. You will be able to administer and develop our systems that ensure our finances are administered effectively to ensure we meet our responsibilities effectively and our income is maximised.

Sympathetic to the issues people that refugees face and have experienced. You are committed to working as part of a team to deliver effective services to refugees and help them build new lives in the UK.

# Abigail Housing

## Finance Officer

### Job Description

**Title:** Finance Officer

**Salary:** NJC SCP 15-18 £23,953- £25,419 p.a (pro-rata) +5% pension contribution.

The worker will be able to claim travel costs at the Local Authority casual car users' or cyclists' rate.

Contract length: Permanent (subject to funding).

**Hours:** 11 Hours per week with the equivalent of 25 days' annual leave (pro rata for part-time) + public holidays.

Normal working hours will be 9.30am-5.30pm, flexibly arranged to suit the needs of the project and the post holder

Primary work base: Abigail Housing (AH)'s Leeds office - some duties can be carried out from home.

Responsible to: CEO and Abigail Board of Directors

Reports to: Leeds Project Manager

Probation Period: 6 months

## **Background to the post**

Abigail Housing (AH) provides accommodation and support to people made homeless at the end of the asylum process. We have two projects: the Bradford based Destitution Project which has capacity to house 19 refused asylum seekers at any given time, who cannot return safely to their country of origin, and who are actively working to re-establish their asylum claims. The Leeds based Refugee Project houses up to 72 refugees who have recently been granted leave to remain status.

## **Primary objectives of the post**

To provide finance, administrative and clerical support to the Leeds Refugee Project

## **Key responsibilities and accountabilities**

### **Finance**

- Entering housing benefit payments on Excel spreadsheets
- Entering rent and service charge payments on Excel spreadsheets
- Paying bills
- Entering above information on Quickbooks
- Responding to and making queries of Leeds City Council's Housing Benefit Department
- Sending reminders to residents over rent & service charge arrears in accordance with relevant policy, procedure and timescale
- Calculating and making payments to landlords
- Ensuring all financial information is filed appropriately, in good time and accessible to relevant staff and directors
- Reconciling accounts
- Preparing financial reports
- Petty cash, reconciling and recording in line with procedures

## **Administration – in conjunction with other Project staff**

- To deal with internal and external enquiries from residents, supporters, staff and other professionals and agencies either face to face, by phone or via email. Keeping an accurate record of communications and passing on in an appropriate and timely fashion.
- To assist with the administrative functions of the project e.g. filing, maintaining office systems and procedures.
- Audit of documentation in line with the Retention and Destruction Policy.
- To assist with recording statistical information for reports
- Assist with awareness raising, ensuring display material is current and up-to date.

## **Supervision, Accountability and Training**

- To work for periods of time alone, taking care to consult with the Co-CEO/Project Manager and Senior Project Support Worker and members of the team.
- To carry out other duties as may be reasonably required to assist the efficient and effective delivery of the service, as directed by the project manager and other members of AH's Senior Management team.
- To undertake training when required

## **.Assets, materials**

The post holder will be based at both AH's rented offices in Leeds. The post holder will be responsible for the safe keeping of materials, equipment and cash belonging to the Project. They will adhere to the AH policies regarding health and safety and confidentiality.

## **EQUAL OPPORTUNITIES STATEMENT**

Abigail Housing is actively opposed to all forms of discrimination on the grounds of age, gender, ethnic origin, nationality, political belief, religion, marital status, domestic circumstance, immigration status, sexual orientation, physical or mental ability, trade union activity, health or formal education. Abigail Housing particularly welcomes applications from those with lived experience of seeking asylum in the UK, those from an ethnic minority background and underrepresented communities. Appointments will be made on merit

# Person Specification

## Attributes

## Essential

## Desirable

## Identified

### **Qualifications**

- Educated to degree level.
- Accounts or book keeping qualification
- Other training or qualifications useful to this role.

Application form

### **Experience**

- Accounts/Book Keeping
- Experience of using an online accounts package regularly preferably Quickbooks
- Administrative experience including organising of documents and record skills

- Paid or voluntary work with asylum seekers/refugees.
- Experience of Accounts/Book Keeping in supported housing

Application form & interview

### **Special Knowledge**

- Understanding of the practical and holistic needs of refugees
- An awareness and knowledge of local services in Leeds for signposting advice

Application form & Interview



## Attributes

## Essential

## Desirable

## Identified

### **Disposition Attitudes**

- An interest in supporting the wellbeing of asylum seekers and refugees.
- Ability to self-motivate, prioritise and take initiative.
- Demonstrates a professional attitude.
- A strong and reliable work ethic.
- Ability to work effectively as part of a team and independently.

Application form,  
Interview &  
References

### **Practical and Intellectual Skills**

- Accounting and book keeping skills
- Competent in written and spoken English
- IT Skills
  - Spreadsheets

Application form,  
Interview &  
References

# Key Details

**Hours:** 11 Hours Per Week (1.5 days)

**Location:** Leeds Project Office

**Salary:** £23,953- £25,419 p.a (Full-Time) per annum, pro rata

**Contract:** Permanent subject to funding.

**Closing Date:** No later than 5pm on Friday 15th September 2023

**Interview:** Week Commencing 25th September 2023

Abigail Housing particularly welcomes applications from those with lived experience of seeking asylum in the UK, those from an ethnic minority background and underrepresented communities.

# How to Apply.

To apply for the post, please complete and send the separately attached application form, alongside a completed equal opportunities monitoring form, to [neal@abigailhousing.org.uk](mailto:neal@abigailhousing.org.uk).

You will need to provide contact details of two referees, one of which should be your most recent employer (paid or voluntary).

Please provide evidence of how you meet the person specifications within your application.

The closing date for applications is Friday 15th September 2023 (no later than 5pm).

Interviews will be conducted week commencing 25th September 2023 at our Leeds office

Please be advised we will only contact short-listed candidates

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