

Job description

Job Title: Treasurer/Bookkeeper

Organisation: Refugees Welcome

Charitable Incorporated Organisation. Registered Charity No.: 1169909

Location: Cheshire East

Hours: Part-time

Salary: This is a Volunteer position

Reports to: Board of Trustees

About Us

Refugees Welcome is a small but ambitious organisation dedicated to helping to resettle and integrate refugees accepted under Government authorised schemes. Working closely with Cheshire East Council, over the past 10 years we have helped over 700 refugees from Syria, Afghanistan, Chagos Islands, Hong Kong, and Ukraine settled here under various Government schemes. We rely on the generosity of our donors and grant funders to make a tangible difference. As a small team, we value adaptability, transparency, and a collaborative spirit.

We are looking for a meticulous Bookkeeper to help us ensure every pound is well-managed, so we can focus maximum resources on our mission.

The Role

This is a hands-on, stand-alone finance role ideal for someone who enjoys bringing order to the numbers. You will take ownership of the day-to-day financial operations—from processing donations to preparing reports for funders. As the financial backbone of a small team, your work will directly support our long-term sustainability and decision-making.

Key Responsibilities

Transactional Management

- Process all purchase invoices, expense claims, and supplier payments accurately.
- Manage sales invoicing where relevant, and record all incoming income (donations, grants, Gift Aid).
- Reconcile bank accounts monthly.
- Operate digital banking system (currently NatWest Bankline).

The Charity has no employees and does not operate a Petty Cash account.

Grant & Fund Accounting

- Track income and expenditure against restricted and unrestricted funds.
- Prepare simple financial reports for grant applications and funding reports.

- Assist the management team in understanding variances against budgets.

Reporting & Compliance

- Prepare monthly management accounts for the Board of Trustees.
- Prepare Annual Accounts for publication.
- Lead the preparation for the annual independent examination or audit, providing schedules and answering queries.
- Process Gift Aid claims via HMRC.
- Ensure compliance with the Charities SORP (FRS 102) and maintain robust internal controls.

Person Specification

Essential Skills & Experience

- Proven bookkeeping experience, ideally within a charity or not-for-profit setting.
- Good working knowledge of charity accounting, including fund accounting (restricted vs. unrestricted funds).
- Proficient in accounting software and spreadsheets.
- Sound understanding of UK payroll, Gift Aid, and VAT (partial exemption knowledge is a plus).
- Excellent attention to detail and a methodical approach to record-keeping.

Personal Attributes

- Integrity: Comfortable handling sensitive financial data with absolute discretion.
- Pragmatism: Able to create simple processes that work for a small, non-finance team.
- Communication: The ability to "translate" complex financial jargon into plain English for non-financial trustees and staff.
- Passion: A genuine affinity for our cause and the charity sector.

Why Join Us?

- Flexible working arrangements.
- The chance to make a big impact in a small organisation where your work is truly valued.

To Apply

Please send your CV and a brief cover letter explaining why you'd be a great fit for this role to refugeescheshireeast@gmail.com by 31 October 2026.

Refugees Welcome is an equal opportunities employer and welcomes applications from all sections of the community.