



Hummingbird Refugee Project

Dear applicant,

RE: Financial Administrator

Closing date: 3rd May 2021

Interview date: 14th May 2021

To apply :send cover letter and CV to elaine@hummingbirdproject.org.uk

Thanks for downloading our job pack and taking the time to look at this role.

Are you outraged by the way you see refugees treated in the UK? Do you feel moved to do something about it? Are you looking for a team that puts its values and beliefs at the centre of all its work?

If you answered yes to all three, then joining the Hummingbird project could be the role for you.

We are a new charity who formally registered in 2017. Before that we were based in France where we supported refugees in the unofficial refugee camp, known as the 'Jungle' in Calais. We were there to do what we could - provide medical assistance, tea kitchens, dedicated safe spaces for young people, and whatever else we could do to help. The 'Jungle' was demolished in 2016 and since then we have been determined to do all we can for young refugees here in the UK. You can read more about that here.

Now based in the heart of Brighton, we deliver award winning services for young refugees. Since we became a UK based charity our services have gone from strength to strength and we're excited to be expanding our small skilled team to develop our services further, providing more vital support to young refugees as we move into 2021.

We are proud to have built our services in response to ideas from young people to address their most urgent needs around friendship, education, casework and advocacy. Together we aim to raise awareness around the rights of young refugees and promote collective action, which we believe is needed to end hostile environments and the negative rhetoric that surrounds young refugees.

We are looking for people who will listen to and learn from young people. We are looking for those who believe in change and are willing to stand up for it. Most of all



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we are looking for people who are happy to 'budge up' and offer young people a seat at the table.

If you would like to see our latest annual report you can read this [here](#).

I look forward to reading your application!

Kindest Regards,

Elaine Ortiz - Founder and Director of the Hummingbird Project



Our Services:

Our Hummingbird Office is based in Brighton, but we are currently running all our group sessions online.

Global Social Club: Each week, members have fun, celebrate diversity, build friendships and share culture and creativity. It's a safe and supportive environment and, alongside the activities, specialist support and advice is available. We have welcomed over 150 young people since we started and been recognised as the UK's first Youth Club of Sanctuary.

Learning Space: A dedicated space led by qualified teachers. It's a chance for young people to bring their homework and learn in addition to their regular education they receive at school or college. If young people have a specific learning interest they want to take further, our educational team can support them to find ways to do this.



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Be Well, Be Heard: A specialist 1:1 support service. We work with young people to offer practical support around issues affecting their wellbeing, connecting them to appropriate mental health and other specialist services. This service works responsively and holistically to meet the needs of young people. We offer vital support to young people experiencing issues of trauma through 1-1 work, including advocacy around delayed or failed asylum cases. We work in partnership with our community and other professionals with a multi agency approach.

Young Leaders: This award-winning service incorporates training in human rights, politics, leadership and campaigning skills. Young Leaders have worked together to raise awareness on issues facing other refugees in the UK and Europe and have campaigned to create positive change. In 2019, Young Leaders received the 'Community Campaigners of the Year' award from UK Parliament, selected by John Bercow (then Speaker of the House) at the Houses of Parliament.

Job Description

Financial Administrator

Hours:	37.5 hours per week
Salary:	£25,000
Reports to:	Founder - Director

The Hummingbird Project is a youth-centred organisation that aims to provide trauma-informed services and promote youth-led action that is underpinned by our shared belief in human rights.

Our services support young refugees, between the ages of 14 and 25, many of whom arrived in the UK as unaccompanied children. The project is based in Brighton and works with those living in the city and across East and West Sussex.

As well as our direct services for young people, we actively campaign for the rights and protection of young refugees at a local and national level.

Our vision is a community standing together for the rights and protection of young refugees.



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Main purpose of the role

We are looking for an experienced Financial Administrator who can work alongside our Founder-Director to improve and oversee the financial activities of the organisation as well as supporting the Service Manager with the general charity administration in an exciting phase of growth.

Key responsibilities

Financial Administration

- Implementing and improving robust financial systems and controls
- Providing relevant information for progress reports to grant givers
- Processing and recording invoices
- Responsible for preparing payments for regular outgoings (e.g. rent)
- Responsible for preparing other payments for approval
- Identifying and addressing any discrepancies in income or expenses
- Providing financial information to the Founder- Director and the Treasurer
- Monthly accounting reconciliations
- Assistance in preparation of annual charity accounts.
- Oversight of day to day income and expenditure
- Banking, recording and receipting donations,
- Recording donations for Gift Aid purposes
- Submitted Gift Aid claims to HMRC
- Assisting with budgeting and other financial projections
- Assisting with annual audit process

Charity Administration

- Act as the first point of contact for the charity by handling inquiries (email, website, social media). Occasional liaison with young people.
- Ensure that all relevant reports are updated on the Charity Commission's website and update information whenever necessary.
- Keep up-to-date records of staff/volunteers and governance/trustees, being mindful of data protection regulations.



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- Support the Founder-Director with the planning of Trustee Board meetings, including distribution of papers.
- Organising meetings and producing agendas and minutes
- Supporting the team with scheduling internal and external meetings (use of doodle poll), book meeting rooms and organise catering.

Person Specification

About you!	Essential/Desirable	Method of assessment
<p>Have a passion for Hummingbird's mission and work.</p> <p>Lived experience is always incredibly valuable.</p>	Essential	Letter/ interview
<p>Qualification in bookkeeping such as AAT, accounting or finance, or equivalent.</p>	Essential	Letter/ interview
<p>Sound financial awareness, including experience of working with payroll, budgets, funding and understanding of financial management procedures including using accounting software. Experience of using Xero would be an advantage.</p>	Essential	Letter/ interview



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Great communication and people skills: Administrator will be able to communicate warmly and effectively with a wide variety of people including refugees, volunteers, referrers and partner organisations.	Essential	
Time management skills: excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.	Essential	
IT skills: competent in the use of the Google Workplace (formerly G-Suite) including Google Calendar, Sheets, Drive, Docs, and Gmail.	Desirable	Letter/ interview
Experience working in a financial position in a charity	Desirable	Letter / interview
Knowledge of data management, confidentiality and data protection procedures	Essential	Letter /interview
Experience of supporting funding applications or community fundraising	Desirable	Letter/ interview
Interest in anti-oppressive / anti-discriminatory working practices	Desirable	Letter/ interview



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Special Conditions

The post is subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS).

The post requires the ability to travel for meetings with young people and other organisations, particularly in Brighton and Hove with occasional travel across East and West Sussex or more widely in the UK. All travel expenses will be reimbursed.