

**Manchester Refugee Support Network (MRSN)**  
**JOB TITLE: Resources Development Worker**

## **JOB DESCRIPTION**

### **Scope and Objectives**

The purpose of this job is

- to oversee all financial and office administration in the MRSN office
- to support refugee community organisations to develop core infrastructure capacity
- to effectively manage resource use within the MRSN office and of MRSN resources by the community
- to support the MRSN Manager with all funding and financial activities.

### **Key Tasks**

#### ***Community Infrastructure Support***

- Assist the Community Development Worker to support refugee community organisations to develop their admin, finance and IT systems, including providing training.
- Contribute to the ongoing development of MRSN's infrastructure and capacity building support alongside the Manager and the Community Development worker.
- Provide administrative support for all project events including project training programmes, conferences and the AGM.

#### ***Administering MRSN Resources and Information Management***

- Oversee the organisation of information systems in the office, including maintaining database and website.
- Liaise with IT support, and purchase and arrange for service and maintenance of all MRSN IT systems.
- Assume overall responsibility for the ordering of stationery and office supplies and the negotiation and monitoring of supplier prices and contracts.
- Oversee systems for hiring out premises and systems for accessing the community computer, community pigeon holes,
- Oversee the distribution of MRSN's electronic and paper information.
- Oversee the MRSN computerised filing system and provide basic IT support to staff, volunteers and community members using the office.

#### ***Funder Liaison and Fundraising Support***

- Provide coordination support for the production of monitoring reports to meet funding requirements.
- Support Manager to implement funding strategy and business plan, including identifying funding opportunities and assisting in writing funding applications, as well as assembling all budgeting and financial sections of funding applications.

#### ***Financial Administration***

- Be responsible for all payments and receipts (process invoices and payments, enter data on to computerised accounts system *Quickbooks*), petty cash, monthly bank reconciliations etc.
- Produce regular finance reports on income and expenditure for staff and Manager, and assist Manager in reporting to Management Committee on financial position of the organisation.

- Work with Manager to prepare yearly budgets for approval by the Management Committee.
- Assist Manager in assembling funding bids, providing all the necessary financial information and implementing full cost recovery method.
- Monitor income and expenditure in line with budgets and prepare reports for funders working alongside staff members.
- Oversee payments and schedules including issuing invoices to funders and ensuring payments are received on time.
- Prepare accounts for audit at year end and liaise with accountants.
- Liaise with the bank and management committee signatories.
- Administer petty cash.
- Ensure MRSN complies with Charity Legislation on financial reporting.

### ***Human Resources and Management Support***

- Oversee monthly payroll processing on computer and completion of bank transfer forms.
- Pay staff using auto pay system.
- Oversee documentation relating to payroll and personnel, including staff attendance documentation e.g. time-sheets, leave and absence records.
- Liaise with Inland Revenue over tax returns and deal with any staff tax-related issues.
- Maintain all personnel and organisational tax records.
- Support internal communication between staff, including preparing staff meeting agendas and minutes, and maintaining staff whereabouts board and office calendar, etc.

### ***Supervising Volunteers***

- Work alongside the Volunteer Coordinator to recruit and provide regular supervision to finance and admin volunteers to carry out day to day admin and finance tasks within the organisation.

### **Other Tasks**

- Support the delivery of all project work and servicing the MRSN management committee.
- Provide general reception duties while in office including taking incoming calls, answering the door, etc
- Process all incoming post and maintain post supplies.
- Participate in the MRSN Quality Task Group, which works to maintain and develop quality within twelve core work areas of the organisation, and within this coordinate quality in resource, administration and finance areas.
- Any other duties commensurate with the grade of post as required by the Manager.