



Finance Officer

About Sunrise Diversity:

Sunrise Diversity is a charity dedicated to ending discrimination and creating connected, inclusive communities where everyone feels they belong. For over 10 years, we have grown from a volunteer-led community group into a trusted organisation, led by the voices of the diverse people we support. We provide safe, welcoming spaces, classes, advocacy, and social opportunities that help people build confidence, reduce isolation, and strengthen relationships. By celebrating diversity and challenging discrimination, we aim to create communities where every individual is welcomed and supported.

Our new five-year See Me project, funded through a long-term grant, allows us to expand our work across Northern Devon, particularly for migrants, refugees, LGBTQ+ individuals, and others facing social or geographic isolation. The project strengthens connections through ESOL English classes, safe spaces, social opportunities, and advocacy while working with local authorities, partners, and volunteers to embed inclusion across services and community life. Joining Sunrise means contributing to a team that helps people connect, grow, and belong—making rural communities more equitable, welcoming, and supportive for everyone.

About the Role:

Contract: Permanent, part time, 8 hours per week

Salary: £28,989 FTE (£6270 pro-rata)

Location: Based at Sunrise offices, 25 Castle Street, Barnstaple with hybrid working.

Holiday: 33 days including bank holidays FTE, plus 2 days pro-rata over Christmas

Pension: 3% Employer, 5% Employee

We are looking for a Finance Officer to support the day-to-day financial management of the charity. The postholder will be responsible for keeping accurate records and providing clear financial information to help the organisation run smoothly. The role will work alongside the CEO and Board of Trustees supporting budgeting, financial monitoring, grant reporting and key compliance tasks to ensure the charity's finances are well managed.

The Person

Our ideal candidate will be organised, reliable and comfortable working with financial information. They will have experience with bookkeeping and financial reporting, and ideally hold a relevant accountancy qualification. Confident using digital accounting systems such as QuickBooks, they can produce accurate information and explain it clearly. They will enjoy working both independently and as part of a small team, and have a genuine interest in diversity, equality and inclusion and the communities the charity supports.

Key Responsibilities

- Maintain accurate financial records using QuickBooks.
- Manage day-to-day financial transactions including invoices, purchase orders, and expenses.
- Prepare monthly bank reconciliations and support cashflow monitoring and forecasting.
- Prepare draft management accounts and provide regular financial reports for the CEO and Board of Trustees.
- Monitor income and expenditure against budgets and provide clear analysis of spending trends.
- Produce financial information and analysis for funder reports and funding applications.
- Support the preparation of the annual budget and ongoing budget monitoring.
- Maintain financial trackers for grants and projects to ensure accurate reporting and compliance with funding requirements.
- Ensure compliance with the charity's financial policies and procedures.
- Support the preparation of year-end accounts and liaise with external accountants as required.
- Provide financial information for Board and AGM papers in consultation with the CEO.
- Act as a key point of contact for finance-related enquiries.
- Any other duties as required to support the work of the charity.

What You'll Bring

- Full or part qualified or working towards a relevant accountancy qualification
- Experience of using a digital accounts package for bookkeeping (Quickbooks desirable)
- Experience of producing management accounts, budgets and financial information, and preparing draft financial accounts
- Good written and verbal communication skills
- Highly numerate with excellent analytical skills
- Excellent attention to detail & accuracy in reporting detailed financial information
- Strong planning and organisational skills with ability to prioritise competing demands and meet deadlines
- Team player - ability to work flexibly as part of a small multi-disciplinary team and on own initiative
- A genuine interest in Diversity, Equality and Inclusion including the needs of migrants, refugees, and the LGBTQ+ Community.

Why Join Us?

- A flexible, hybrid working model
- A supportive, inclusive, and values-driven culture
- A chance to make a tangible difference in the lives of local diverse individuals
- Excellent annual leave with additional leave over Christmas, and pension

Email admin@sunrisediversity.org.uk with your CV and a cover letter.

Closing date: 10 am on Monday April 6th 2026.

Interviews: Thursday 9th April 2026

We think our organisation will benefit from diversity and welcome applications from people of all diverse backgrounds and all abilities, we believe each person brings their own valuable experiences to the work we do.

This role is subject to a DBS check and satisfactory references. We are committed to safeguarding and promoting the welfare of children, young people, and adults at risk.

The successful candidate will start from w/c 1st June 2026.

Person Specification

Essential

- Full or part-qualified, or working towards a recognised accountancy qualification (e.g., AAT, ACCA, CIMA or equivalent experience).
- Experience using a digital accounting system for bookkeeping and financial record keeping.
- Experience preparing management accounts, budgets, and financial reports.
- Strong numerical and analytical skills with the ability to interpret financial information.
- Excellent attention to detail and accuracy when working with financial data.
- Good written and verbal communication skills, with the ability to present financial information clearly to non-financial colleagues.
- Strong organisational and planning skills, with the ability to prioritise tasks and meet deadlines.
- Ability to work both independently and collaboratively as part of a small team.
- Commitment to the values of diversity, equality and inclusion.

Desirable

- Experience using QuickBooks.
- Experience working in the charity, voluntary or non-profit sector.
- Experience preparing year-end financial information or supporting external accountants/auditors.
- Experience managing payroll systems and pension submissions.
- Experience producing financial information for grant reporting and funding applications.
- An understanding of the needs and experiences of migrants, refugees and/or LGBTQ+ communities.