

# Job Pack

All you need to know about working at  
Action for Race Equality.



# Introduction

We are delighted you are considering applying for a role at Action for Race Equality (ARE).

We are a small, dedicated team who work with volunteers, consultants and partners to deliver a range of programmes which align to our mission. We are looking for an enthusiastic person to join our team; someone committed to tackling race inequalities and who wants to work with diverse people to make a difference.

This information pack contains important information about ARE and the specific role you will be applying for. **Please read it carefully.**



“Every role at ARE is critical to our mission to end race inequality, including this role. ARE is an inclusive employer and keen to attract diverse talent”.

Jeremy Crook OBE, ARE Chief Executive

# About Action for Race Equality

ARE is a national race equality charity and we have been influencing policy and running programmes since 1991.

**Our mission:** To end race inequality.

**How we work:** ARE champions equity, inclusion and challenges racism. We work collaboratively to support, empower and inspire young people and strengthen civil society organisations that support them. We collaborate to create fair opportunities for Black, Asian and Mixed Heritage young people and use our national voice to influence race equity in education, employment, enterprise and the criminal justice system.

## **Our values:**

### **Responsive**

We listen, we observe, we learn and if we need to change what we do and how we do it, we will.

### **Inclusive**

We engage across communities, sectors and generations, listening and responding, respecting diverse views, issues and needs.

### **Collaborative**

We work with partners and stakeholders to strengthen our intersectional approach.

### **Leading by practice**

We are anti-racist and lead by example. We believe in and deliver projects and activities based on an anti-racist and anti-discrimination agenda.

### **ARE Enterprise Ltd**

ARE is a charity and company limited guarantee and has 100% ownership of and ARE Enterprise Ltd. All financial surpluses from ARE Enterprise Ltd, not required as working capital, are gifted to the charity on an annual basis. Our activities are delivered through these entities and staff have Statements of Main Terms of Employment (joint contracts) which cover working for both entities.

# Role Description

## ARE Finance Manager

<b>Salary:</b>	Negotiable, depending on experience.
<b>Hours:</b>	Part-Time, 28 to 35 hours per month, with a heavier workload during specific periods (beginning and end of the month).
<b>Location:</b>	A hybrid model that requires a minimum of two in-office days each month.
<b>Duration:</b>	A fixed-term contract lasting one year.

### For salaried employees, the following applies:

<b>Pension:</b>	An employer pension contribution of 8% (employees only).
<b>Annual Leave:</b>	28 days of annual leave, in addition to pro rata English bank holidays (employees).
<b>Responsible to:</b>	Deputy Chief Executive

## About this role

We are looking for a dedicated Finance Manager to join our team. You will be responsible for handling our financial activities, such as management accounts, project budgets, staff funding allocations, and payroll. The ideal candidate will have strong analytical skills, attention to detail, and the ability to work independently and in a team.



# Job Description

## Key Responsibilities:

- **Management Accounts:** Prepare and present bi-monthly management accounts, ensuring accuracy and timely delivery. Provide insights and recommendations to support decision-making.
- **Project Budgets:** Develop, monitor, and report on project budgets. Collaborate with project managers to ensure financial control and compliance. Address any discrepancies.
- **Staff Funding Allocations:** Allocate funding to staff positions based on budget considerations and funding sources. Ensure compliance with financial regulations.
- **Reviewing grant contracts and other income for VAT and tax implications.**
- **Payroll:** Oversee the payroll process, ensuring accurate and timely payment of salaries. Maintain payroll records and address payroll-related inquiries.
- **Financial Reporting:** Prepare financial reports for internal and external stakeholders. Ensure compliance with financial reporting standards.
- **Forecasting and Planning:** Assist in preparing financial forecasts and long-term financial planning. Provide financial analysis for strategic planning.
- **Audit and Compliance:** Support internal and external audit processes. Ensure adherence to financial policies and regulations.
- **Book of prime entry:** Entering data into a suitable accounts package. Checking bank records.
- **General Finance Support:** Provide general financial support, including ad-hoc financial analysis and cost control.

# Person specification

## Qualifications and Skills:

- Bachelor's degree in finance, Accounting, or a related field.
- Professional certification (e.g., ACCA, CIMA) is a plus.
- Proven experience in a finance role.
- Knowledge of tax and VAT is a plus.
- Proficiency in financial software and Microsoft Office.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- High level of accuracy and attention to detail.
- Strong organisational and time management skills.

## Confidentiality

All employees must respect at all times the confidentiality of the organisation, both internally and externally.



# Being part of the Team (Employees)

## At ARE we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

## Professional Development

- Help to identify and support your own continual professional development and cooperate with performance appraisals
- Contribute to the success of ARE by participating in performance management arrangements, fundraising and research proposals and by applying the principles and practices associated with equality in employment, equality in service delivery and health & safety in the workplace

## Stay and grow

- 28 days annual leave, plus 8 bank holidays per year (pro rata)
- Mid and annual performance review with development plans
- 8% Employer pension contribution scheme
- Annual individual Continuing Professional Development budget
- Monthly all-staff training and learning sessions
- Manage your attendance, expenses and development via easy to use online Bright HR system and app

## Keeping healthy

- Employees assistance programme
- Mental health and wellbeing support including a trained mental health first aider within the Team
- Glasses eye test voucher scheme
- Working from home equipment budget to work safely
- Office closure between Christmas and New Year
- Discounts for services and products via Bright HR system

## Great environment

- Team building sessions throughout the year
- Opportunity to engage with Board of Trustees



# How to apply

**Application Process:** Interested candidates should submit their CV and a cover letter detailing their qualifications and experience to [Indra@actionforraceequality.org.uk](mailto:Indra@actionforraceequality.org.uk) by 5 pm, 18 May 2026.

We are an equal opportunity employer and welcome applications from all qualified individuals. Join us and contribute to our mission of achieving financial excellence and sustainability.

*We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.*

## Equal opportunities matter

Action for Race Equality is committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in policy making and research and we're committed to doing what we can to improve this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities and people who identify as being LGBTQ+. We guarantee to interview all disabled applicants who meet the Person Specification criteria for the vacancy. We make use of positive action to select between candidates of equal merit as a way to address under-representation in our workforce.

We are also aware that many highly capable prospective candidates nonetheless rule themselves out of work in policy development because they underestimate their own ability to do the role. With this in mind, we strongly encourage applications from anyone who is prepared to learn and grow on the job and would like to stress that past experience of working in think tanks is not required.

*"We are a dynamic organisation committed to ending racism"*  
Seema Manchanda, Chair of Trustees



If you would like to discuss your application, or have any queries about our work, please contact [hello@actionforraceequality.org.uk](mailto:hello@actionforraceequality.org.uk).

We look forward to hearing from you.

**ACTION FOR RACE  
EQUALITY**

[www.actionforraceequality.org.uk](http://www.actionforraceequality.org.uk)