



JOB PROFILE

TITLE: FINANCE ASSISTANT

BACKGROUND

Survival helps tribal peoples defend their lives, protect their lands and determine their own futures. Founded in 1969, we have offices in Amsterdam, Berlin, Milan, Madrid and Paris and our headquarters in London.

Tribal peoples number over 150 million individuals worldwide but all too often their land ownership and human rights are ignored; their voices are not heard. Survival is working towards a world where tribal peoples' diverse ways of living are understood and respected, and where oppression of them is simply not tolerated.

Unlike many charities, Survival receives no government subsidy. Individual supporters provide most of our income and the remainder is derived from many trusts and foundations and from the commercial activities of our trading arm, Survival International Trading. As part of a small financial accounts team, the post holder will help to provide the effective and efficient financial services that Survival needs to achieve its objectives.

JOB DESCRIPTION

MAIN PURPOSE

The Finance Assistant is responsible for maintaining and keeping up to date all the financial records of the organisation, and helps the Finance Department to deliver an effective and comprehensive financial management service.

Specific responsibilities

- Process all donations (cash, cheques, online, credit cards, vouchers, standing orders, etc)
- Bank cheques and cash
- Process invoices and payments according to established procedures
- Administer petty cash

- Prepare monthly bank reconciliations
- Enter all financial data on accounting system
- Assist in the preparation of management reports
- File all financial documents
- Back up computer files on a daily basis
- Assist other departments on finance related tasks or queries
- Assist the organisation's accountant and Office Manager on all finance related tasks as and when required

PERSONAL SPECIFICATION

The successful candidate will have the following attributes:

- highly numerate
- accurate
- very organised and efficient, able to manage time and prioritise tasks effectively
- hard-working, reliable and honest
- enjoys developing, maintaining and improving efficient office systems
- computer literate, knowledge of computerised accounting systems and Excel desirable
- ability to show initiative but know when to ask for advice or approval
- friendly and efficient telephone and personal manner
- ability to work as a member of a team
- flexible attitude to work

TERMS AND CONDITIONS

STARTING DATE: **1 SEPTEMBER 2007**

SALARY: **£17,000 – £19,500 PRO RATA, DEPENDING ON EXPERIENCE**

HOURS OF WORK: **PART TIME, FLEXIBLE HOURS**

PROBATION PERIOD: **6 MONTHS**

CONTRACT: **ONE YEAR FIXED TERM CONTRACT, RENEWABLE**

LOCATION: **LONDON HEAD OFFICE**