



## Finance Officer

Are you an experienced Finance Officer or bookkeeper who wants to use their skills for a cause that matters? Do you enjoy working with numbers and relish the chance to manage a variety of processes for a small organization? Do you want to work for an organization that helps make the world better? We're offering a rewarding opportunity for a highly effective Finance Officer to play a crucial role at Survival International, supporting both the charity and our trading arm.

### Job purpose and relationships

The goal of this role is to help ensure Survival's smooth, sustainable functioning by effectively and accurately managing our financial transactions and bank accounts; and to ensure effective financial oversight through thorough, accurate reporting, record-keeping, and audit preparation.

The role sits inside our Supporter Services department, reporting to the Supporter Services and Administration Director, and working closely with our (freelance) Accountant.

### Responsibilities

#### Financial transactions

- Process all income (cash, cheques, online payments, bank transfers, credit cards, vouchers, standing orders, etc.), including donations, trading revenue, and fees or other income.
- Process purchase invoices and issue payments according to established procedures
- Produce (non-trading) sales invoices, chasing payment if necessary, and process payments received.
- Manage overseas payments as necessary, in coordination with relevant staff.
- Administer petty cash.

#### Bank account management

- Act as first point of contact for Survival's bank accounts and investment (reserve) accounts.
- Bank cheques and cash.
- Receive statements and maintain records.
- Prepare monthly bank reconciliations.
- Manage transfers between bank accounts and investment accounts as needed, in line with agreed financial and reserve policies.

#### Bookkeeping and financial records and reports

- Enter all financial data on our accounting system.
- Prepare management accounts in line with budget headings on a monthly basis, including explanatory notes, and share with our Accountant and relevant staff as needed.
- Maintain financial records as required by regulations and for operational purposes.

### Budgeting

- Prepare annual spending projections for various categories.
- Assist the Executive Director and Accountant with production of overall annual budget.
- Turn annual income projections and spending plans into monthly forecasts, for use in monthly and quarterly management accounts.

### Audit

- Manage year-end closing of accounts.
- Work with our Accountant to prepare materials needed for annual audit.
- Respond to all auditors' questions as required.

### VAT

- Prepare and submit quarterly VAT returns (reviewed by our Accountant) for the trading company.

### General

- Ensure compliance with all relevant laws, regulations, and internal systems.
- Assist other departments with finance-related tasks or queries.
- Assist the Accountant and Executive Director on all finance-related tasks as needed.
- Advise on updating and improvement of Survival's financial systems as relevant.
- General duties to support the department, as needed.

## Experience and skills

### Required

- Bookkeeping / accounting skills, including AAT / ICB / IAB qualifications or equivalent professional experience.
- Knowledge and experience of accounting software (Account Edge or similar), and a high standard of computer literacy.
- Excellent numeracy and superb attention to detail and process.
- Demonstrated ability to manage and prioritize a variable workload.
- Excellent organizational skills and the ability to plan effectively.
- A desire to serve the cause of Indigenous peoples' rights.
- Commitment to Survival International's vision, mission, and values.
- You must have the right to live and work in the UK.

### Preferred

Candidates with the following would have a strong advantage:

- Experience of bookkeeping or financial management for a UK charity.
- Experience of working in an international environment, and managing transactions and bank accounts in different currencies.
- Knowledge of any of Survival's other working languages (Spanish, French, Portuguese, Italian, German).

## What can we offer you?

When you join Survival International, you're getting more than just a career: you're gaining a unique opportunity to join a unique and dedicated campaigning organization. You will be working with an international team of passionate people who really care about human rights and want to change the status quo.

Our benefits include:

- 25 days of annual leave plus bank holidays and discretionary Christmas closure.
- Hybrid working arrangements (office / home) with possibility of up to one month remote per year.
- Flexibility in working hours as agreed with line managers.
- Cycle to work scheme.

**Salary range:** £33,000-£37,000 per annum depending on experience.

**Hours of work:** Full-time position (35 hours per week excluding lunch break), 6-month probationary period.

**Location:** Hybrid, London head office and remote.

## Application process

- Please complete the application form and send it together with your CV and a short covering letter explaining your motivation and suitability for the post.
- All documents should be sent to [jobs@survivalinternational.org](mailto:jobs@survivalinternational.org). Applications will be reviewed on a rolling basis. Please apply early for a greater chance of being considered for interview. Final closing date 11:59pm on Sunday 12 March 2023.
- The documents should be named as follows:
  - [Your name] Finance Officer CV
  - [Your name] Finance Officer Letter
  - [Your name] Finance Officer Form
- Unfortunately, we will only be able to respond to shortlisted candidates.
- Please note that candidates selected to interview will be asked to complete a test of bookkeeping skills.

## Equal opportunities

Survival is committed to building a diverse and inclusive workplace and actively welcomes applications from candidates of all backgrounds. We will not discriminate on the basis of any aspect of your identity.

Find out more about our work here: [www.survivalinternational.org](http://www.survivalinternational.org)