



Job description

Working Animals International is dedicated to transforming the welfare of working animals in greatest need globally. By increasing access to skills, knowledge and resources and campaigning for policy change we're building a world where working animals are healthy and valued, communities are stronger and livelihoods are more secure. Find out more at workinganimals.org

Our Vision: A world where every working animal lives a healthy and valued life.

Our Mission: To transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Job title:	Finance Officer
Report to:	Finance Manager
Location:	UK based, hybrid working with regular attendance (approximately one to two days per month, or more if preferred) in our London office
Terms:	Full-time (34.5 hour per week), permanent
Salary:	circa £34K per annum, subject to skills and experience
Benefits:	<ul style="list-style-type: none">• 26 days annual leave, plus bank holidays; further leave accrues after two years of service to a maximum of 30 days.• Generous company pension scheme with 10% employer contribution if employee contributes a minimum of 5%.• Healthcare cash plan with Medicash, including access to virtual GP appointments.• Enhanced employee assistance programme.• Group income protection and life insurance scheme.• Volunteer day programme.

Purpose of the role

The Finance Officer is a key role in our small finance team. They report to our Finance Manager and work closely with colleagues across the organisation so that our financial processes run smoothly and accurately.

We're an international charity, so we work in multiple currencies. Key responsibilities in this role are liaising with domestic and overseas offices, suppliers, banks and partners.

Key responsibilities

Area 1: Financial

- Deliver accurate, relevant and timely financial information.
- Resolve financial queries, escalating to the Finance Manager where necessary.
- Control weekly domestic and international payments, ensuring processes are followed and favourable exchange rates are achieved.
- Support company credit card, debit card and cash expense transactions, including managing cash for colleagues that are travelling.
- Perform monthly reconciliations of bank and other balance sheet accounts.
- Import and reconcile monthly donation income.
- Maintain the purchase ledger, ensuring invoices are accurately recorded and suppliers are paid on time.
- Maintain ledgers to a high standard, ensuring they are accurate, up to date and have a full audit trail.

Area 2: Compliance

- Ensure procedures are followed and financial standards are met.
- Uphold controls and governance processes and proactively identify and suggest areas for improvement.
- Support and contribute to internal and external audits.

Area 3: Business partnering

- Provide support for non-finance colleagues with in-house purchase order and approval and external debit card systems.
- Ensure the timely provision of funds to partners, offering appropriate challenge and scrutiny of requests.

In addition, undertake any other duty or responsibility that may reasonably be required by management. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

Person specification

Knowledge and education

- Working knowledge of financial systems and controls.
- Current and demonstrable knowledge of accounting principles and best practice.
- Knowledge and understanding of bank and balance sheet reconciliation.

Experience and skills

- Substantial experience in a similar role.
- Working knowledge of Microsoft Office and strong Excel skills, including pivot tables, data filtering and VLOOKUP.
- Experience and confidence working in a multi-currency financial environment.
- Strong purchase ledger experience with an international organisation.
- Confidence and discretion in working with sensitive financial data.
- Experience operating strong financial controls in line with internal policies.
- Understanding of the importance of clear audit trails and experience ensuring documentation is kept to internal and external audit standards.

Personal attributes

- Good collaborator who enjoys problem solving.
- Strong written and verbal communicator with excellent interpersonal skills.
- Commitment to best practice work with financial data.
- Proactive and organised with good prioritisation skills and excellent attention to detail.
- A commitment to Working Animals International's mission to transform the welfare of working animals.

Desirable criteria

- Experience using Microsoft Dynamics Business Central and Jet reporting.
- Experience of Raiser's Edge or a similar CRM system, including integration with an accounting system.
- AAT qualification or part qualification.
- Experience working in the non-profit sector.



Applicants must have the right to work in the UK currently and for the duration of the contract.

To apply: Send a CV and cover letter/email (totalling no more than two pages) to recruitment@workinganimals.org. Please state where you saw the role advertised in the body of your email. If you have any questions about the role, please feel free to email us.

We recognise that candidates may choose to use AI in their application documents. We recommend that candidates ensure that their use of AI is considered and that their application documents accurately reflect their skills and experience. We do not use AI in our application review process, and all applications are independently reviewed by a minimum of two members of the team. Some interview processes will involve skills assessments which we expect candidates to complete without the use of AI.

Deadline: xxxxxx

All applications will be acknowledged. Unfortunately, once a vacancy has closed, we are unable to consider further applications. Applications without a cover letter/email explaining how you meet the requirements for the role will not be considered.