



## Conservation Collective – Finance Officer (part time 4 days/week)

- Hours: preferably Mon – Fri 9am – 3:30 pm but flexible subject to prior agreement.
- Salary range: £26,000 - £28,000 p/a pro rata 4 days a week.
- Start date: May 2024
- Location: Remote, ideally close to, or with easy access to, London/Oxford to attend regular meetings and events
- Line manager: Finance Director
- Working closely with: Executive Director, Programme Manager, Development Officer, Network Coordinator

To apply send your CV and a short cover letter by May 1<sup>st</sup> to [beckym@edelweisshr.co.uk](mailto:beckym@edelweisshr.co.uk).

---

*Are you a recently qualified accountant? Are you an organised, proactive, and confident person, with great attention to detail who is passionate about the environment? Great, you're in the right place then, read on.*

---

Conservation Collective (CC) funds solutions to protect the environment, restore nature, and safeguard against climate change. The CC UK charity incubates, launches, and supports locally focused foundations which open new channels of funding to support the most impactful environmental grassroots projects. Our network comprises 20 members, based all over the world, and is growing steadily.

As the demand for our model increases around the world, our income and expenditure are growing in volume and complexity. We are looking for a Finance Officer to support our financial operations through this expansion: recording financial transactions, monitoring internal controls and coordinating with our local foundations about financial management. The role will report to the Finance Director and will work closely with the rest of the team. This is a critical role that is central to the success of building a robust organisation, and there is opportunity for an ambitious candidate to grow in responsibility with it.

### Key Responsibilities

#### Carry out day-to-day financial transactions:

- Process invoices to support fundraising efforts of local foundations in the network.
- Review vendors invoices as per internal controls and update them to the purchasing ledger for authorisation. Contact new payees to check bank details.
- Review and process team expenses.
- Conduct on-going reconciliation of bank accounts and donor due diligence.
- Upload disbursements for grants into Salesforce and mark as paid.
- Reconciliation of merchant accounts (Just Giving, Donorbox, Paypal, SumUp and Square) and prompt communication to local foundations and fundraising team.
  - Setting up systems to process events (donor box), auction (Givergy platform) or other ad-hoc fundraising campaigns (the Big Give).





