

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 1st to 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).





































- Preparation of Gift Aid reporting on quarterly basis and manage in Salesforce (donor gift aid form repository).
- Weekly payments administration using online banking.
- Maintain accurate records of financial transactions on Xero and send remittance.
- Maintain monthly records of bank payments approval for audit purposes.

Coordinate income recognition with fundraising team members:

- Notify local foundations about donations received and log required documentation.
- Provide formal receipts of received donations as requested.
- Reconcile Stripe transactions for branches on Salesforce to maintain accurate donor records.
- Support with income reconciliation between Salesforce and Xero for branches.

Support Finance Director on maintaining accurate financial information and developing ongoing internal controls:

- Support creation of management accounts materials for trustees meeting.
- Support quarterly reconciliation of funds with our affiliated network members to communicate re-grants of donations.
- Feed into the design of a financial manual a how to guide for best practice in charity finance and governance oversight.
- Support annual external audit.

Supporting CC to deliver network benefits to local foundations:

- Support members of the network with any financial queries.
- Communicate with a variety of internal and external stakeholders (Executive Directors, support team, grantees, donors) on financial queries.
- Invoice affiliates on cost recovery of services.

Essential criteria:

- A recognised accounting qualification or studying towards the qualification, (CIMA, ACCA).
- Knowledge of bookkeeping and generally accepted accounting principles.
- An ability to work quickly and accurately.
- A proven track record of teamwork with non-technical colleagues.
- Stellar communication skills, verbal and written.
- A keen eye for detail.
- An ability to work to deadlines.
- Able to manage confidential information.
- Demonstrable ability to work independently.
- Energetic approach to work and a desire to learn.
- Passionate about nature and the environment.

Strongly desirable criteria:

- Fluent in Xero and Salesforce database.
- Awareness of GDPR regulations.
- Understanding of Gift Aid and its requirements.
- Comfortable with using MS Office suite, Stripe, Just Giving, Paypal, Donor box...
- Familiarity with complex accounting models (affiliates, branches, restricted and unrestricted funding).







































- Experience of working in the charity sector and/or fast paced, entrepreneurial company, that is constantly growing and adapting.
- Able to speak Spanish, Greek or Italian would be a bonus.

Benefits: being part of a dynamic, creative, and growing team working to amplify the impact of local grassroots environmental work

- Flexible working as standard (hours and location)
- Flexible holiday allowance
- Private medical insurance
- Discretionary annual bonus
- Salary sacrifice pension scheme
- **CPD** opportunities
- Possible travel in the UK and internationally
- Saving the world!

































