



<b>Position</b>	Finance Officer
<b>Location:</b>	London
<b>Duration:</b>	6 months, renewable
<b>Reports to:</b>	Finance Manager and Programmes Director
<b>About RI:</b>	Relief International (RI), an international relief and development agency with cross-sectoral programmes bridging relief and development, currently seeks a full-time Finance Officer for its London Office.

**Position Summary:**

Under the supervision of the Finance Manager and Programmes Director, the Finance Officer will be responsible for assisting with HQ and Field Finance and accounting work and assist with some grant and general administration work.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Monitoring of banking arrangements.
- Accounting for income and expenditure.
- Providing assistance with month end and preparation of management accounts.
- Providing support to field finance staff and review of field monthly accounts and control statements.
- Checking of finance reports to Donors.
- Arranging payment of invoices in accordance with RI financial procedures and ensuring appropriate filing and record keeping of payments.
- Administer the petty cash system.
- Maintaining all financial files and records.
- Other finance and administrative duties as requested.

**QUALIFICATIONS & REQUIREMENTS:**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Bachelor degree required, in the area of finance, accounting or business. Preference will be given to ACCA/CIMA qualified candidates.
- Preferably a minimum of 1 year prior finance work with an international NGO or a minimum of 3 years performing similar roles in other organisations.
- Experience of using QuickBooks and/or Sun Systems accounting software.

- Strong computer skills and experience with Microsoft Office applications, especially Word, Excel and Outlook.
- Demonstrated ability to manage multiple priorities and tasks efficiently.
- Excellent time management skills and resourcefulness with a very strict attention to detail.
- Ability to act independently to identify and analyze problems and recommend cost-effective solutions.

**Salary:** £20,000 - £ 25,000 pa depending on experience

**Application Procedure:** To be considered for this recruitment, please submit a cover letter, CV, 3 professional supervisory references with the date of availability to [hrfinance@ri.org](mailto:hrfinance@ri.org). The email subject line should include the following: Finance Officer

Only short-listed candidates will be contacted.

All applicants must be eligible to work in the UK.