



SMALL, DYNAMIC INTERNATIONAL DEVELOPMENT CHARITY SEEKS VOLUNTEER FINANCE MANAGER/TREASURER:

About Kiya Survivors: **Kiya Survivors** is a grassroots international development charity committed to providing a new beginning for children and young people in Peru who have special needs or have experienced abuse or abandonment, as well as supporting families living in poverty and vulnerable situations.

We help children and families gain greater independence through education, therapy and practical support.

Kiya Survivors has been working in Peru since 2001 and currently runs successful therapy, outreach and family support programmes, as well as funding education and living costs for children in need.

The Role: We are looking for a **dynamic, enthusiastic and experienced Finance Manager** to join our small team on a **voluntary basis, for approximately 4 hours per week**.

This is a hands-on role for someone who enjoys being actively involved and would like to use their financial expertise to make a meaningful difference.

Working closely with the CEO and senior team, you will help strengthen our financial management, reporting and planning, ensuring that our funds are managed responsibly and directed where they are most needed.

Key Responsibilities:

- Maintain and update financial information and weekly transactions on Liberty.
- Prepare a weekly financial summary covering donor income, volunteer income, JustGiving income, other income, expenditure and closing bank balances.
- Circulate financial summaries to the senior team.



- Manage Gift Aid applications on a quarterly basis and ensure appropriate Gift Aid declarations are in place.
- Respond to financial queries and provide financial information and guidance to the team.
- Make occasional payments as authorized.
- Prepare and regularly update detailed monthly financial forecasts.
- Prepare and submit the charity's annual return on time.
- Coordinate the filing of annual accounts.
- Manage the charity's HMRC account and related requirements.
- Liaise with our external accountants as required.
- Participate in bi-weekly or monthly online team meetings to present financial progress, forecasts and any issues requiring attention.
- Work with the CEO and senior team to support sound financial management and strategic planning.

About You: We are looking for someone who:

- Has solid experience in finance, accounting or financial management.
- Is highly organized, analytical and detail oriented.
- Is confident working independently and managing financial information accurately.
- Has good knowledge of UK charity finance and HMRC requirements or is willing to familiarize themselves with these.
- Is comfortable using Excel and financial/accounting systems.
- Can communicate financial information clearly to non-financial colleagues.
- Enjoys working as part of a small, committed team.
- Shares our commitment to Kiya Survivors' aims and to creating positive change for children and families in Peru.

Charity or NGO experience would be an advantage but is not essential.



What You Can Expect: This is an opportunity to use your professional skills to make a direct difference to a small, established international charity.

You will have the opportunity to work closely with the **Founder, CEO and senior team**, contribute to important financial and strategic decisions, and play a meaningful role in the future development of Kiya Survivors.

Commitment: Approximately 2-4 hours per week

Location: Remote / UK-based

Type: Voluntary

How to Apply: Please send your **CV and a short cover letter** explaining your interest in the role and how your skills and experience could contribute to Kiya Survivors. Please also provide **two references**.

 info@kiasurvivors.org

Closing date: 14 October 2026

Interview Process

Shortlisted applicants will be invited to an online interview with members of the **Board of Directors, Founder and CEO**.