



Freelance Finance officer

- Working from home
- Freelance/contract approximately 14 hours¹
- 1 year
- £93 per day/ £13.20 per hour
- Closing date: 21st October 2024

Biofuelwatch is a non-profit organisation that provides information, advocacy and campaigning in relation to the climate, environment, human rights and public health impacts of large scale bioenergy. We collaborate with other movements and organisations against different forms of dirty energy, to help bring about a fundamental reform of energy policies. We want to see all support in the energy sector go towards energy conservation, energy efficiency and genuinely low-carbon energy, such as wind and solar power.

Our main UK campaigns aim to a) redirect renewable electricity subsidies from biomass to wind, solar and wave power, b) through ending biomass subsidies, force the closure of the worlds biggest biomass burner, Drax Power Station to end its destructive and climate harming wood pellet burning and its plans for dangerous and unproven "carbon capture" technologies. Across the UK and Europe, we provide national and local groups with support and information about the impacts of wood-based bioenergy and help with campaign building.

We are looking for a freelance Finance Officer to support our small team ensuring strong controls and processes are in place, overseeing our budgeting and financial management, and grants compliance & reporting.

How to apply

Please submit your CV and cover letter outlining your experience and interest in this role. Candidates will be invited to an interview over sky or zoom if shortlisted.

¹ Hours per week will depend on work, some weeks it could be less than 14 hours.

Job Description:

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We have created this new role to support the organisation's growing finance functions. Working alongside the Treasurer and Co-Directors, the individual will play a vital role in managing the organisation's financial resources. Working flexibly from home, you will perform a core role in our small, friendly virtual team helping to oversee budgets and financial support. This is a freelance position with a flexible schedule. The expected time commitment will be between up to 14 hours per week, depending on workload.

key responsibilities

- Prepare the annual organisational budget, long-term forecasts, cashflow forecasts and re-forecasts.
- Lead on preparing the monthly management accounts, budget vs. actual analysis and commentaries.
- Support in preparing proposals for donor budgets, and in reviewing donor contracts
- Lead on financial reporting to donors
- Lead on financial administration
- Lead on the budgeting and forecasting process with co- Directors and the Treasurer including financial reports
- Lead on the production of and review of monthly Management Reports
- Preparation of Biofuelwatch International and Europe reporting when needed
- Maintain and provide finance related information to the co-director team
- Support financial planning and reporting for project and campaigns
- Oversee the management of day to day financial administration when needed
- Oversee and manage monthly payroll and related processes, and monthly pension payments and processes

Person Specification:

Qualifications	Essential	Desirable
Association of Accounting Technicians (or similar)		x

Skills/competencies and experience	Essential	Desirable
Minimum 2 years of experience in a finance role, with some experience in working for small NGO	x	
Experience in budgeting and financial monitoring	x	
Strong attention to detail and accuracy	x	
Strong IT skills, including intermediate/advanced Excel and google sheet skills.	x	

Flexible, able to manage a varied workload and deadlines.	x	
Excellent numerical skills.	x	
Ability to work independently and manage time effectively in a remote work environment.	x	
Strong financial administration skills	x	

Personal qualities	Essential	Desirable
Hands on, able to manage a varied workload.	x	
Strong communication skills.	x	