

Finance & Procurement Officer, Seenaryo UK

- 2 days per week, in London
- £28,000 FTE (£11,200 pro rated for 2dpw)
- Starting mid-October 2026 (depending on candidate's availability)
- 1 year contract (3 month probation period), with a likelihood to extend

Job Overview

Seenaryo is seeking a Finance & Procurement Officer to join our team in London. The Finance & Procurement Officer will process Seenaryo's procurement, payment, bookkeeping, accounting and reporting needs in the country. They will work closely with the Head of Finance & Procurement in Lebanon and other members of our Finance & Operations team in Lebanon and Jordan.

Based in Seenaryo's London office (Metal Box Factory, 30 Great Guildford St, London SE1 0HS), the position includes regular communication with teams in Lebanon and Jordan via Zoom. As a small organisation, Seenaryo values team members who are collaborative, proactive and willing to take ownership across a range of responsibilities. The ideal candidate will therefore be comfortable working in a dynamic environment, supporting colleagues across teams and contributing wherever needed to ensure the smooth running of programmes and operations, whilst balancing financial compliance.

Key Responsibilities

Financial Management

- Process day-to-day financial operations for Seenaryo's UK office including payments, bookkeeping and reconciliations.
- Prepare accurate financial records and support monthly reporting and budget tracking.
- Make payments in line with Seenaryo's SOPs, including Payroll payments (which are processed by our payroll provider AFH Payroll Solutions Ltd.)
- Liaise with Seenaryo's Independent Examiner to support the preparation of Seenaryo's Annual Unaudited Financial Statement for the Charity Commission.
- Anticipate and mitigate financial risks ensuring operations are run in a compliant and cost-efficient manner.

Procurement & Contracting

- Implement procurement processes for purchases within the UK office and ensure compliance with Seenaryo's financial and procurement procedures.
- Prepare contracts and payments for staff, freelancers, consultants and suppliers connected to Seenaryo's UK office.

Grant & Budget Support

- Support on delivering financial reports for donor-funded projects across the organisation.
- Work with programme teams to track expenditure and ensure compliance with donor requirements.

Systems & Team Support

- Provide support to the UK team regarding financial and procurement.
- Ensure internal systems are implemented effectively and suggest improvements.
- As part of a growing and ambitious organisation, the Finance & Procurement Officer will also engage with tasks across the wider team as needed and in agreement with their line manager.

Essential qualifications & experience:

- A bachelors in accounting, finance, business administration or a related field, or equivalent professional experience.
- At least 2 years' experience in finance, accounting, financial administration or operations (ideally within an NGO, arts or education organisation).
- Experience managing financial processes such as payments, bookkeeping, reconciliations and financial record keeping.
- Experience supporting donor-funded projects and financial reporting.
- Strong organisational skills with the ability to manage multiple tasks and deadlines simultaneously.
- High level of accuracy and attention to detail when working with financial records and documentation.
- Ability to work independently, take initiative and problem-solve within a small, collaborative team.
- Strong communication and coordination skills, with the ability to work effectively with colleagues, freelancers and external suppliers.
- Experience using Microsoft Office and Google Workspace (particularly Excel/Sheets), as well as shared file systems such as Google Drive.
- Experience using accounting software such as QuickBooks or similar financial management systems.

Preferred experience:

- Experience supporting procurement processes, including collecting quotations, managing suppliers and maintaining procurement documentation.

How to apply

To apply, please fill out [this application form](#) by **31st August, 2026**. We will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support mental health, shape futures, and drive social justice. Over ten years, Seenaryo has developed a unique and radically participatory approach to theatre and learning. What began in community spaces in 2015, has moved into classrooms, onto stages and toured to international festivals. Reaching over 205,000 people in the last decade, Seenaryo won the Digital Innovation of the Year – Learning prize at the 2025 PIEoneer Awards, the Resilience in Action Award at HundrED 2024, and the Arts, Culture & Heritage prize at the 2023 UK Charity Awards.