



**HUMANE SOCIETY  
INTERNATIONAL**  
UNITED KINGDOM

*Job Description*

<b>JOB TITLE:</b>	Senior Specialist, Finance & Operations (UK/EU)	<b>DEPARTMENT:</b>	HSI UK
<b>GRADE:</b>	GBP 9	<b>LOCATION:</b>	London, UK

**GENERAL PURPOSE OF THE POSITION:**

Reporting to the Director of Finance and Operations, the role of Senior Officer, Finance and Operations is to provide financial and operational support to the UK and EU teams while also working closely with Finance, HR & IT colleagues in the US. Areas of focus include accounts payable and receivable, budgeting and monthly reporting, as well as providing wide ranging operational support across areas including legal/contracts, HR and IT.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Financial Administration (30%)**

- Monthly reporting: Provide monthly financial results to all project managers in the UK and EU.
- Accounts Payable: Create POs according to the A/P policy, ensure all invoices are correctly logged & submitted for payment, ensure timely payment of all invoices, review weekly report of unposted invoices and outstanding payments and take action as needed.
- Accounts Receivable: Ensure all donations are properly coded & documented.
- Expenses Reporting: Ensure timely submission of employee expenses and debit and credit card transactions.
- Monthly review: Ensure financial transactions are correctly in the accounting system.
- Perform other duties and responsibilities, as needed.

**Operational Support (40%)**

- Be the first point of contact for all operational queries to campaigns and fundraising teams in the UK and EU.
- Manage the processes related to the organisation's HR management system.
- Manage the process of recruiting and onboarding new employees and offboarding leavers.
- Perform other duties and responsibilities, as needed.

**Contracts Lifecycle Management (30%)**

- Working with the UK and EU teams, oversee the lifecycle of all supplier contracts: creation, submission and signing. (Legal contract knowledge is not required.)
- Maintain a log showing stage of each document in the process.

**DESIRED MINIMUM QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

**EXPERIENCE:**

1. At least two (2) years of experience of working in a similar finance and/or operations role.
2. Experience using accounting/financial software/tools and Excel and be highly numerate.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

1. A highly detail-oriented individual with excellent analytical and problem-solving skills.
2. Team player, customer focused and able to effectively communicate with both internal and external stakeholders, offering advice and resolving queries.
3. Strong organisational skills, including ability to prioritise responsibilities, work accurately and meet deadlines.
4. Results-oriented.
5. Experience in improving processes.
6. A desire to develop their expertise in finance and/or operations.
7. Comfortable in a remote-working environment, with some in-person face-to-face in London
8. High standard of IT skills, strong knowledge of Microsoft Office.
9. Commitment to HSI UK's vision and mission and an interest in animal protection issues.

**SUPERVISION EXERCISED:**

None.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work using a computer and is required to communicate effectively with others. The employee will be required to travel to the office several times per month and occasionally to meetings.

**WORK ENVIRONMENT:**

The role is home-based with some travel to the London office. The HSI/UK London office is available for staff use and the noise level is usually moderately quiet.

**EMPLOYMENT DISCLAIMER:** *This job description is not a contract - management reserves the right to change its contents at any time. Humane Society International/UK is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, ethnic or national origin, sex, marital status, disability, sexual orientation, neurodiversity, gender identity or expression, religious beliefs or age. We are committed to building a diverse, equitable and inclusive team and particularly encourage applications from individuals from groups who are currently under-represented in the animal protection sector.*