

Finance Officer (Part-Time – 3 Days per Week, Permanent)

Salary: £36,500 – £38,000 Full-Time Equivalent, (pro rota £21,360 -£22,800)

Role Overview

To contribute to maintaining effective financial processing and control at The Elders, and the production of useful financial information.

Accountability

This post reports into the Head of Finance and will work collaboratively with another Finance Officer who also works 3 days week. The role sits within the Corporate Services team led by the Director of Development and Corporate Services.

Main Duties and Responsibilities:

Bookkeeping and Accounting

- Record and maintain financial transactions within Sage 50 Accounts
- Process and review staff expenses using SAP Concur
- Maintain organised digital financial records and documentation
- Manage and reconcile accounts payable and receivable
- Process income and transactions across multiple currencies
- Process supplier invoices and staff expense claims
- Act as a point of contact for supplier queries and remittance advice
- Conduct monthly supplier reconciliations
- Reconcile monthly bank statements across multiple currencies for review
- Maintain petty cash accounts and expenditure
- Support the annual audit process

Additional Responsibilities

- Respond to finance queries from colleagues and assist with expenditure processing
- Support the wider finance function to ensure smooth day-to-day operations
- Undertake additional tasks as required

Person Specification:

Essential

- Previous experience using Sage 50 accounting software
- Strong Microsoft Excel skills, including pivot tables

- Experience in a comparable finance role within the charity sector
- High level of accuracy, attention to detail and numeracy
- Understanding of charity finance, including processing donations
- Experience managing accounts payable efficiently
- Ability to prioritise workload and manage multiple deadlines
- Strong communication and interpersonal skills
- Excellent written and spoken English

Desirable

- Experience using SAP Concur

Working at The Elders

The Elders operate a hybrid working policy. On average, you will be in the office a minimum of about two days a week, including for key meetings, including weekly team meetings and monthly all-staff in-days. Flexibility is required and you may at times need to be in the office at short notice. This role may involve limited international travel, the timing of which is usually decided by Elders' commitments. You may be required to attend staff or Elders events in the UK from time to time. The office is based close to Green Park tube station in London.

Salary will be £35,600-£38,00 FTE (pro rota £21,360 -£22,800) per annum depending on experience.

In addition to a competitive salary, we offer the following benefits:

- Private pension scheme with 10% employer contributions
- Optional private medical and dental insurance
- Group life assurance equivalent to 5 x annual salary
- 28 days of paid annual leave (with 3 of these days on stipulated dates between the Christmas/New Year holidays) plus all England and Wales public holidays
- Enhanced parental leave

The Application Process

If you interested in applying for the position please send your CV and cover letter to finance@tpp.co.uk

The closing date for this role is 15th March 2026. First stage interviews will take place on 23rd March, with the second stage interviews being held in person on 25th March.

The Elders is committed to creating an inclusive working environment that values diversity and equal opportunities. We welcome and encourage applicants of any ethnicity, religion, age, gender or gender identity, sexual orientation or disability. Given the Elders' global outlook, we particularly welcome applicants originally from countries in the Global South. As we are not able to sponsor visas, all applicants must have the right to work in the country where the role they are applying for is based. We will assess purely on your abilities and fit for a role. We are happy to discuss any adjustments you need to ensure a fair recruitment process and to enable you to be successful in your role if selected.