



# Finance Assistant

*Candidate Pack, July 2025*

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**Job Title:** Finance Assistant

**Salary:** £27,000 - £30,000 FTE, dependent on experience

**Terms:** Part-time (7.5 hours / ideally spread over two days per week),  
initially on a 6 month basis (Freelance or PAYE)

**Reporting to:** Finance Manager

**Location:** Remote

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*This role is key to helping the charity to manage its resources efficiently and transparently. Thank you for your interest in joining our team and contributing to our mission.*



# About SOS

The Sumatran Orangutan Society (SOS) works with local partners, communities, and a global network of supporters to protect, connect, and rewild Sumatran rainforests. Our goal is to help both wildlife and people thrive.

We achieve this through community-centered conservation programs that help local people to safeguard these vital ecosystems. As a small but dynamic NGO, SOS focuses on immediate on-the-ground protection while also developing long-term, sustainable conservation strategies.



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## Vision

Wild orangutans thriving in resilient forests.

## Mission

Protecting orangutans, their forests and their future.

## About the Role

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The Finance Assistant will support the smooth and accurate financial operations of the charity, ensuring all transactions are recorded and processed in a timely manner. This role is key to helping the charity to manage its resources efficiently and transparently.



# Key Responsibilities

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## Bookkeeping

- Maintain accurate records of all financial transactions using Intuit QuickBooks software.
- Post and reconcile all income, expenditure, and journal entries.
- Manage the coding of income and expenditure against relevant projects, funds and grants.
- Perform monthly bank reconciliations.
- Monitor and reconcile donor income from fundraising platforms and bank statements.

## Transaction Processing

- Process supplier invoices and staff expenses, ensuring correct authorisation and coding.
- Raise sales invoices and track payments from funders, donors, and partners.
- Create regular pay runs (weekly to fortnightly).

## Financial Reporting

- Assist the Finance Manager, where required, in preparing monthly management accounts and financial reports.
- Support the Finance Manager with quarterly and year-end close processes.
- Help compile documentation for year-end audits and Funder financial reviews, where required.

## Administrative Support

- Maintain Gift Aid records and process Gift Aid claims on a regular basis.
- Liaise with the Fundraising Team to ensure that donations are recorded accurately within the accounting system and the CRM database.

# About You

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## Essential

- Proven experience in bookkeeping and financial administration.
- Strong working knowledge of accounting software (ideally QuickBooks).
- High level of accuracy and attention to detail.
- Good understanding of double-entry bookkeeping.
- Excellent organisational and time management skills.
- Proficient in Microsoft Excel and Google Sheets.
- Discretion when handling confidential financial data.
- Ability to work independently and collaboratively.



### Desirable

- Experience in a charity or non-profit setting.
- Familiarity with charity SORP or fund accounting principles.
- Understanding of fundraising platforms (e.g. JustGiving, CAF, Stripe).
- AAT or other accountancy qualification or working towards (or equivalent bookkeeping training or relevant hands-on experience).

## How to Apply

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We invite you to apply by submitting your current CV, highlighting your relevant experience and how it aligns with the role. Please include a brief covering letter (no more than two pages) outlining what you would bring to the role and why you want to work with SOS.

Email to: [recruitment@orangutans-sos.org](mailto:recruitment@orangutans-sos.org)

If you would like to arrange an informal chat about this role, please contact Sarah Blake, Finance Manager at [sarah.blake@orangutans-sos.org](mailto:sarah.blake@orangutans-sos.org).

### Timeline

- Closing Date: 9am on Monday 11th August 2025, although we reserve the right to close earlier should we receive sufficient applications before then.
- Interviews are planned to take place in early September.

To find out more about our work, please visit our website: [orangutans-sos.org](http://orangutans-sos.org)

*Applicants must be eligible to work in the UK.*

*SOS is an equal opportunities employer. We value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment. Our equal opportunities policy will be made available upon request*







# Why Join SOS?



## Meaningful Impact

By becoming part of our team, you'll play a crucial role in safeguarding critically endangered orangutans and their rainforest ecosystems.



## Collaborative Culture

Join a supportive and inclusive team where your ideas are valued, your contributions shape fundraising, and you're empowered to lead with creativity. Your voice matters here, and we value the unique perspectives each team member brings.



## Professional Development

You'll gain new skills and knowledge through continuous professional development and by working alongside experienced professionals in the conservation field. We'll support your ambition to take on new challenges, helping you develop personally and professionally to excel in your role.



## Work-Life Balance

Enjoy a healthy work-life balance with our flexible work-from-home arrangements, while staying connected through team meetings. We offer generous annual leave, including time off during the festive season, so you can recharge.



## Unity and Collaboration

Our close-knit team and engaged board of trustees work collaboratively to share ideas, celebrate successes, and overcome challenges. Together, we break barriers to accelerate our impact, fostering a sense of belonging and camaraderie within our organisation.