****

**Every Life International** is a Christian charity dedicated to transforming lives and communities through practical support and empowerment. Currently operating in Uganda, Kenya, and the UK, we work alongside individuals facing poverty, helping them build resilience, develop skills, and create sustainable futures. Our mission is rooted in compassion, ensuring that every person we encounter experiences dignity, hope, and the opportunity to thrive.

**To apply please send your CV and covering letter (max one side of A4) to the Executive Director – Ben Gilbert (****ben.gilbert@everylife.org.uk****)**

**Finance Administrator**

Areyou a detail-driven, highly organized individual who would like to work with a growing organisation? Join our dynamic, close-knit team and play a vital role in ensuring financial clarity and integrity while supporting communities across the globe!

**Work Location:** This is a hybrid/remote working role with the expectation that the individual can work in the international office a minimum of 1 day per week, with further flexibility after the probation period. The office is in Amersham (HP7 0DO).

**Salary:** Part time (50%). £30,000 (pro rata)

**Qualifications:** Relevant qualifications in finance or accounting

**Experience:** Practical experience in a financial setting, such as working as a finance assistant or accounts assistant minimum 2 years.

**Skills:**

* Strong numerical and analytical skills.
* Excellent attention to detail and organizational abilities.
* Good communication skills for liaising with various stakeholders.
* Proficiency in using spreadsheet and accounting software

**Additional Attributes:**

* Understanding of financial regulations and compliance.
* Ability to work independently and as part of a team.
* Problem-solving skills and the ability to handle queries effectively
* Willingness to support and work within the Christian ethos of Every Life International

**Job Details:**

1. **Payments & Tracking:**

Record, monitor, and reconcile funds. Pay invoices and oversee donations.

1. **Fund Reporting:**

Manage restricted and unrestricted funds, generate donor and budget reports.

1. **Communication & Payroll:**

Respond to finance queries, process payroll, manage Gift Aid claims.

1. **Compliance & Preparation:**

Support annual reporting, file accounts, set budgets, and maintain reserves.

1. **Grants & Donations:**

Track grants, process applications.

1. **Events & Fundraising:**

Handle event finances, ticketing, sponsorships, and raffles.

1. **Staff Support:**

Provide travel funds, verify expenses, and prepare trustee reports.