

Finance Officer

Job Description, March 2026

1. Position summary

This position is an exciting opportunity to take responsibility for providing effective day-to-day financial management of two sister companies:

- BVRio, a non-profit organisation working at the intersection of economic, environmental and social sustainability.
- SIM, an environmental finance advisory firm.

The Finance Officer will be responsible for maintaining efficient financial systems and controls. They will ensure timely and accurate financial reporting and practices including cash management, payroll, financial disbursements, ledgers etc. Excellent communication and interpersonal skills, along with a confident phone manner are required, as is the ability to work with initiative and to take on responsibility where appropriate.

This is a part-time role of 15 hours a week (0.4 FTE), with a requirement to work with the team at the Grassroots Co-Working Space in Oxford on a Tuesday. The expected start date is mid-April 2026.

2. Responsibilities

- A/P and A/R Processing: processing invoices for payment; issuing invoices and recording payment received.
- Cashbook management: Cashflow budget/adjustment, day to day cashbook maintenance.
- Income/cost allocation and bank reconciliation in online accounting software (Xero): Allocating bank transactions to accounts/projects and reconciling with bank statements.
- VAT Return: Completing VAT returns reports.
- Payroll & Expenses: payroll payment and employee expenses claim process.
- Project Reporting: providing financial data to support project reporting.
- Act as a point of contact for staff for finance queries.

3. Qualifications, Skills and Experience

- Proven work experience as a Finance Officer or similar role.
- A relevant accounting or bookkeeping qualification.
- Experience and knowledge of organisational finances – including multi-currency, multi-country and multi-stakeholder/group environment.

- Excellent analytical and numerical skills.
- Advanced MS Excel skills.
- Experience using financial software such as Xero.

4. Salary

£16,000 per annum for 15 hours a week (based on the FTE of £40,000).

5. To apply

Please send your CV and a cover letter (1 - 3 pages in total) explaining your suitability for the position to cv@bvrrio.org. Please include confirmation that you are eligible to work in the UK.

Application Deadline: 23rd March 2026.

Please note that early applications are advised, as we are seeking to appoint ASAP. Interviews will be conducted on an ongoing basis and so we may close the vacancy sooner if a suitable candidate is found.