

Finance Officer

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Company: Oceana Inc

Location: United Kingdom

Category: business-and-financial-operations

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Finance Officer

Do you want to make a difference protecting and restoring the abundance of the oceans? Come join a dedicated team of professionals who are working to protect marine wildlife while also enhancing the capacity of the oceans to feed a growing world population. Ocean conservation is not only a plan to save ecosystems but also to save the livelihoods of fishers, their families, and their communities.

Founded in 2001, Oceana is the world's largest ocean advocacy organization focused solely on restoring the resilience, diversity, and abundance of marine ecosystems to ensure that our oceans are a significant source of wild-caught fish that can help feed the world.

We achieve measurable change by conducting specific, science-based campaigns with fixed deadlines and articulated goals. Our campaigns extend to countries that, combined, govern nearly one-third of the world's wild-caught fish, including Belize, Brazil, Chile, Mexico, Peru, the Philippines, the United States, Canada and the 27 countries in the European Union.

Who is right for the job?

We are seeking a Finance Officer, based in our office in Newquay, Cornwall. The Finance Officer will provide financial, HR and administrative support to the Director of Finance and Administration and wider team. The Finance Officer role handles confidential matters and manages a varied workload, working independently to meet deadlines and accomplish tasks. The role will handle all day-to-day finance processing for the UK office, whilst also operating as part of a global finance team which increases the scope and interest of the role.

Oceana in the UK is expanding, and this is an exciting opportunity for the successful candidate to support in the growth stage of an organisation, and to build experience across a broad range of finance responsibilities and other operational areas.

Your contribution to the team includes:

Responsibility for all day-to-day finance processing and system entries across accounts payable, accounts receivable, cash, fixed assets, intercompany and other balance sheet accounts.

Preparation of weekly vendor pay run, ensuring correct documentation and coding.

Initial review of all expense and credit card entries to ensure correct documentation and coding.

Preparation of all journal entries and balance sheet schedules for month end close, in accordance with global timetable, for review by Director of Finance and Administration.

Support UK team to ensure all costs are covered by contract and relevant approval.

Assist with monthly payroll processes and staff onboarding tasks.

Design process guides and training as needed.

Support Director of Finance and Administration to design, produce and maintain regular cost reporting for UK Budget holders.

Support Director of Finance and Administration to maintain and improve financial processes and control measures.

Ad-hoc project or problem-solving tasks in response to requests for financial information from UK or global teams, or to investigate banking, tax or process solutions as the UK office expands.

Coordinate with external auditors, including preparation of supporting documentation as required for audit planning and year end field work.

Support Director of Finance and Administration with general administrative tasks across Finance, HR, IT, Governance, Legal and Operations as required.

Act as part of a global finance community, sharing knowledge with finance staff in other Oceana offices.

Other duties as assigned.

What you'll need to be successful:

Bachelor's degree is preferred.

There is some flexibility in required financial qualifications, but we anticipate that the role would best suit AAT level 4.

Practical work experience in a variety of finance roles is essential, ideally bringing experience from both small and large finance team environments.

Strong IT literacy, with expertise in Microsoft Office Suite, and ability and confidence to learn multiple new systems. Some experience of cloud-based IT environments and accounting systems preferred.

Ability to represent Oceana UK in a professional, diplomatic, and responsive manner.

Excellent and effective verbal and written communication with all internal and external stakeholders, including technical, professional, and upper management staff.

Must have excellent attention to detail and take pride in accuracy of work.

Must maintain strict confidentiality when working with sensitive data and possess strong judgment in handling communications, expenses, and budgets.

Willingness to identify problems and suggest resolutions, including providing advice on process improvements.

Ability to handle many tasks simultaneously, with speed, accuracy and initiative.

Flexibility to adjust to shifting priorities and deadlines.

Must be motivated to show initiative in continuing to develop this role, and to provide excellent and enthusiastic financial and administrative support to an expanding team.

Oceana is committed to having a diverse workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community. All offers of employment are conditional upon the successful completion of reference checks and a criminal background check.

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