



## Finance Officer (1.0 FTE)

**Location:** Hybrid working. Our flexible working policy requires everyone to be in our east London office for 25% of the time as a minimum because building in-person relationships is important to us (that could be one week a month, or a day or two a week), but you're welcome to be there more as many staff are.

**Salary:** £40,389pa

**Hours:** Full-time, which for NEON is 28 hours a week - the equivalent of a 4 day standard work week. This can be done over 4 or 5 days, that's totally up to you. Hours are generally flexible, with some core meetings everyone has to be at.

**Benefits:** a 28-hour week, 7.5% employer matched pension, flexible working, 20 days holiday per year (25 days pro rated for a 4 day week), plus bank holidays and Christmas break, a progressive Parenting Policy, Sabbatical Policy, and a generous staff development budget

**Reporting to:** Head of Finance

**Application deadline:** Monday 26th May 2025, 11.59pm

**Interview dates:** 1st interviews 10th & 11th June 2025 (online), 2nd interviews 17th June 2025 (in person)

**This role requires that you are resident and have the right to work in the UK**

## Purpose of the role:

At NEON, we know that you can't separate the external work of the organisation from the internal work. They are so interlinked and interdependent that they both have to be given priority and resources if we want to achieve high impact. We see them as inseparable.

So the purpose of this role is to support NEON achieving its mission by ensuring the smooth running of NEON's finance systems and processes. You'll do this by delivering on the main financial tasks day-to-day, and support with finance projects aimed at improving NEON's systems.



## Key Responsibilities:

1. **Doing all of our day-to-day fundraising administration** to keep us well-organised and compliant. This includes:
  - a. Recording and monitoring fundraising data using our Fundraising Tracking Database
  - b. Keeping all of our grant agreements, contracts and other relevant documentation well-organised on GDrive and elsewhere
  - c. Ensuring compliance with the financial requirements of the grant agreements, and updating and maintaining the grant payments schedule
  - d. Raising invoices on Xero in line with funder agreements - noting instalment dates and receipts
2. **Preparing payroll each month**, ensuring everything happens on time and coordinating with our payroll agency. (This may only be a temporary responsibility)
3. **Processing and reconciling payments.** This includes:
  - a. Reconciling bank receipts and chasing late payments
  - b. Processing supplier invoices and payments
  - c. Monitoring our team's Pleo card expenses and posting on Slack to our team for authorisation
  - d. Managing the subscriptions on Pleo cards (*this is likely a temporary responsibility until our People & Ops Manager returns from sabbatical leave*)
4. **Preparing some financial reports and accounts.** This includes accounts to trial balance, and ad hoc reports from Xero when our team have finance queries or need support
5. **Supporting with finance projects** which make our finance systems work more efficiently, simply and sustainably e.g. helping to update our budget spreadsheets and approach to budgeting, or moving to a new bank
6. **Supporting the Head of Finance** with budgets, financial planning and reports and any other ad hoc finance tasks
7. **Being part of Ops Hub shared work and cross-organisational work and team days**



## About you:

- **You have experience dealing with people in different capacities**, both internally and externally, on a day to day basis, and build strong working relationships
- **You have solid finance experience and skill.** For us that means:
  - a. a minimum of three years work experience in a finance role, preferably within the charity/non profit sector. This means you have a good understanding of non-profit finance, including VAT and managing restricted and unrestricted funds
  - b. a solid understanding of Accounts Payable (with BACs, invoicing, etc) and Receivable (invoicing and credit control) processes
  - c. a Level 4 AAT, equivalent qualification or equivalent experience
  - d. experience in control accounts reconciliation, and posting journals
- **You know how to use accounting software and apps** (e.g., Xero, Quickbooks, Sage) as well as Microsoft Excel or Google sheets
- **You are proactive, well-organised and feel empowered to solve problems yourself** when they come up (sometimes described as an “ownership mindset”), as well as balancing this with **asking for help** when you need it
- **Excellence is important to you and it shows in your work.** Whatever you do, you do it to a high standard
- **You have strong organisational and time-management skills** that are required to manage multiple tasks and deadlines. And you are comfortable moving between different paces of work - slower, more methodical work and quicker turnaround work
- **You are a great communicator and you know that good communication is really important to the type of work you do** - you’ll be happy to use our internal comms systems (Slack, Google Suite, Asana) to keep everyone in the loop on your work
- **You’re willing to continuously learn and grow** - you have growing levels of self-awareness and emotional intelligence, including around your own power and identity and how that means you relate to others. As a result, you’ll receive feedback from others well (and learn to give feedback well too)
- **You are committed to NEON’s purpose** of building the strength of movements for social, economic and environmental justice, and to learning how to align your actions with the values of NEON: solidarity; generosity and respect and our commitment to [anti-oppression](#)



## How to apply

We don't want to make this process too complicated so please complete this [application form](#) and send this and a completed [Equal Opportunities Monitoring form](#) to [jobs@neweconomyorganisers.org](mailto:jobs@neweconomyorganisers.org).

### Dates:

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We will treat the data you provide in your application in accordance with our [Privacy Policy](#).

We know that people from certain backgrounds and identities are often excluded in progressive movements and we're committed to doing what we can to correct this.

So:

- We particularly welcome applications from marginalised groups, especially people of colour and other ethnic minorities, people who identify as LGBTQIA, Disabled people and those who identify as working class or have done so in the past
- We know the work goes way beyond "diversity", it's about making the space inclusive too. So we are continuously working on that at NEON. So far this includes tangible things like a flexible work policy so people have genuine flexibility around where and when they work and a 28 hour week as standard; a gender-neutral parenting/leave policy, an anti-oppression strategy which is held at senior level given how important it is to the organisation. It also includes the day-to-day work of creating psychological safety for everyone at NEON and celebrating the wisdom of black, indigenous, queer, Disabled and other cultures in the way we work and behave

## About us:

NEON is a capacity and infrastructure building organisation that seeks to accelerate the transition to a new economy by building the power of social movements - because without strong social movements we lack the power we need to win. We deliver trainings, develop resources, facilitate collaboration and work in partnership with key movement allies, especially in the climate, housing and migration movements. Our focus is on strengthening



the organising, communications and strategy skills of social movement organisations, as well as deepening movement alignment, as we believe these are key to building collective power. As part of our work, we are looking to change the starting point in social movements from “what do we agree on” to “what can we win together?”

We also aim to mirror the change we want to see in social movements in the way we run the organisation internally. To that end, we are committed to building a workplace centred on joy, care and justice, whilst maintaining healthy boundaries of what a workplace is. We do this because it is important to live our values and principles, and because strategically an organisation with a healthy culture and strong foundations ensures we are always one step ahead in the fight for a just and sustainable future.

To build a culture and community that lasts, we organise around three values:

- **Solidarity** - we're here to change the system and that requires working together across issues and sectors that aren't normally in the same room. This means placing anti-oppression at the heart of our work and building the power of people most often affected by injustice to change the leadership of our movements
- **Generosity** is about sharing our time, resources and learning with one another as we support each other's work. It means being open and honest with one another, especially when we hit problems, and thinking creatively about how we positively build from there
- **Respect** is the bottom line for all relationships in NEON. It means being respectful of different backgrounds and life experiences and giving space for all voices to be heard. This often means listening more than we talk and being open to changing ourselves as a result of what we hear.

You can also check out [our website](#) for more info on NEON.