



Reconnect . Rebuild . Recover

Job title: Finance & Compliance Officer	
Team: Operations	Location: London, UK
Contract Length: 12 months (with a view to extending) / Full-time	Salary: 32,000 per annum

Who We Are

Amna envisions a world where refugees have the power to shape their own futures, unbounded by the impact of trauma, conflict and displacement. We are a refugee-led organisation working to expand mental health support and community-led psychosocial services for communities affected by conflict and displacement, giving them the tools to heal, rebuild resilience, and rediscover joy and belonging.

Our approach is simple and evidence-based, developed in partnership with refugees and psychosocial experts. We work globally to fund, train, and empower frontline organisations and humanitarian workers to deliver trauma and identity-informed care to those affected by displacement. By fostering safe spaces for healing and offering creative and cultural tools and practices, we aim to break the cycle of intergenerational trauma and create lasting change.

Since 2016, Amna has directly supported over 76,000 individuals, including children, youth, and adults trained over 3,600 facilitators from 720 organisations across 23 countries to deliver trauma- and identity-informed care. Our programs have indirectly impacted the lives of over 2 million displaced people, helping them find strength and hope in the face of adversity.

At Amna, we believe in the power of community, healing, and hope because every refugee deserves the chance to reclaim their future.

Safeguarding

We take a proactive approach to safeguarding, embedding care, accountability, and protection into everything we do. Safeguarding is a shared responsibility. We expect all staff to adhere to ethical safeguarding principles, follow Amna's Safeguarding Policy, and integrate safeguarding into daily work.

How Will You Make a Difference?

At Amna, finance is about more than compliance; it is about trust, care, and accountability.

As Finance & Compliance Officer, you will help ensure that our resources are managed responsibly so programmes can deliver meaningful impact. Your work will provide the stability and transparency that colleagues, partners, trustees, and donors rely on.

You will:

- Maintain accurate and reliable financial records that build confidence in our work.
- Support clear, proportionate controls that protect the organisation while remaining practical and enabling.

- Work collaboratively with colleagues, explaining financial information in accessible and respectful ways.
- Help strengthen systems and processes to support a positive, accountable culture.

Through integrity, attention to detail, and a calm, solutions-focused approach, you will play a vital role in sustaining Amna's mission and values.

The Finance & Compliance Officer will typically report to Finance Manager.

Responsibilities include:

Financial Management & Accounting (UK charity context)

- Maintain accurate and up-to-date financial records in line with UK charity good practice and organisational financial policies.
- Manage the general ledger, including accounts payable, accounts receivable, payroll journals, and bank transactions.
- Process payments in a timely manner to internal and external stakeholders (team members, suppliers, partners, consultants), ensuring appropriate approvals, documentation, and compliance with delegated authority.
- Record and monitor income and expenditure, ensuring accurate project coding and fund allocation.
- Prepare monthly journals including accruals, prepayments, deferred income and inter-fund adjustments.
- Perform monthly bank reconciliations and full balance sheet reconciliations, ensuring all control accounts are supported.
- Raise and process invoices where required (including consultant invoicing), and coordinate internal approval workflows for payment processing.
- Maintain and regularly update the medical insurance tracker and supplier payment tracker.
- Monitor and follow up on partnership (sub-grantee) agreements and payments, as well as programme consultancy trackers, ensuring financial accuracy and completeness.
- Support cashflow monitoring and short-term/medium-term cash forecasting; flag risks and timing issues proactively.
- Integrate monthly payroll journals into the accounting system and reconcile payroll control accounts.
- Support VAT preparation work and provide documentation for advisors
- Maintain and reconcile the fixed asset register.

Budgeting, Forecasting & Project Finance

- Support the Finance Manager with the preparation of annual organisational budgets and project budgets, including proposal costings and budget revisions as needed.
- Support with the preparation of management reporting packs for budget holders (actual vs budget vs forecast), with variance analysis and explanatory commentary.
- Support cross-departmental budget coordination to ensure compliance with donor agreements and funding conditions.
- Maintain and support the Finance Manager with project budget monitoring tools and monthly reforecasting, including burn rate analysis and scenario modelling.
- Assist the Finance manager in producing periodic financial reports for budget holders, including actuals vs budget vs forecast and key explanatory notes.

Compliance, Controls and Reporting

- Support compliance with internal financial controls, donor requirements, and UK charity regulatory obligations (including reporting to the Charity Commission).
- Assist in the preparation of monthly management accounts and financial analysis.
- Prepare year-end schedules and audit files in support of statutory accounts preparation under Charity SORP.
- Support the Finance Manager and external auditors during year-end and audit processes.
- Maintain a robust digital audit trail of financial documentation (contracts, invoices, approvals, grant agreements, timesheets and expenses).
- Identify internal control weaknesses and recommend proportionate process improvements across purchasing, expenses, consultancy contracting and sub-grant management.
- Support in preparation of donors' reports ensuring compliance to donors' rules.
- Assist with preparation of schedules for statutory accounts and audit, Support year-end close activities,

Payroll, HR Finance & Treasury:

- Support end-to-end payroll processing, including payroll payments, PAYE, National Insurance and pension reconciliations.
- Maintain payroll records in compliance with HMRC requirements.
- Support banking administration including mandates, online banking platforms and payment authorisations.
- Assist with treasury tasks: cash monitoring, payment scheduling, and ensuring sufficient liquidity for operational needs.

Capacity Building and Internal Support:

- Provide guidance to staff on financial procedures and processes.
- Contribute to strengthening financial awareness and accountability across teams.
- Assist with training staff on financial processes, tools, and systems.

Cover & Additional Responsibilities:

- Provide operational cover for the Finance Manager within delegated authority during periods of absence.
- Undertake additional finance and compliance responsibilities as required.
- Proactively identify financial risks and recommend improvements to strengthen governance and financial resilience.

Qualifications and Experience:

Essential:

- University degree in Finance, Accounting, Economics, or related field.
- 3+ years' experience in a finance officer (or equivalent) role with strong knowledge of accounting principles, financial controls, and maintaining audit trails.
- Experience using accounting software (Xero highly desirable), plus strong Excel skills (pivot tables, lookups, basic data validation).
- Excellent knowledge of UK accounting standards, VAT treatment, and compliance requirements within a UK charity context.
- Strong numerical and analytical skills with excellent attention to detail.
- Experience preparing or supporting:
 - monthly management accounts (journals, bank recs, balance sheet recs),
 - cashflow monitoring and forecasting,

- project budgets and donor/project financial reporting.
- Ability to work independently, manage deadlines, and prioritise tasks.
- High level of integrity, discretion, and confidentiality.
- Excellent written and verbal communication skills in English.
- Eligibility to work in UK.

Desirable:

- Experience working in the humanitarian sector and UK Charity.
- Experience with donor-funded projects and grant reporting.
- Exposure to UK charity finance or SORP standards.
- Experience supporting payroll, pension, and PAYE record-keeping.
- Experience in multicultural or mission-driven environments.

Skills and Behaviors:

- **Curiosity and continuous learning:** eager to understand how systems work, ask thoughtful questions, and develop new skills. Able to share knowledge and support colleagues in building financial understanding.
- **Problem-solving and sound judgement:** able to analyse issues, consider options, and respond proportionately to unexpected challenges.
- **Attention to detail and accuracy:** committed to high standards in financial records, controls, and documentation.
- **Collaboration and teamwork:** works constructively with colleagues across teams, sharing information and supporting common goals.
- **Adaptability and flexibility:** comfortable responding to changing priorities in a growing organisation while maintaining professional standards.
- **Cultural sensitivity and inclusivity:** able to work respectfully and effectively across diverse contexts and perspectives.
- **Accountability and integrity:** takes responsibility for work, respects confidentiality, and follows organisational processes and governance requirements.
- **Proactive and responsive:** able to act with appropriate urgency when issues arise and provide practical solutions.
- **Clear communication:** explains financial information in accessible language and supports understanding among non-finance colleagues.

Benefits:

- See our wellbeing strategy through [this link](#).

Work Location and Environment

This role is a hybrid job opportunity, and open to applicants in London, UK. Amna offers a hybrid working environment to its employees allowing for a blend of remote and in-person work.

Please note that the nature of working environment and hybrid schedule may be adjusted as per the organisation's evolving needs.

Remuneration Package

At Amna we are committed to attracting and retaining top talent by offering competitive compensation and benefit packages. We believe in rewarding talent and expertise at a level that corresponds with the local market conditions, ensuring that all our team members are fairly compensated for their skills and contributions.

Commitment to Diversity, Equity, and Inclusion

Amna is committed to fostering a diverse and inclusive workplace where all employees are valued, respected, and empowered to contribute their unique perspectives and talents.

As an equal opportunity employer, we do not discriminate on the basis of race, religion, color, ethnicity, sex, gender, sexual orientation, age, marital status or disabilities status.

Applications are strongly encouraged from people with lived experience as refugees or displacement.

How to Apply:

If you're excited about this opportunity and feel you have the skills to help support the work we do, we'd love to hear from you. Please submit your CV along with a cover letter explaining your suitability for the role to hr@amna.org by **27th of March 2026**.

For more information on Amna's work please visit our website: www.amna.org

Applications might be reviewed on a rolling basis, so early submission is strongly encouraged.

Only Shortlisted candidates will be contacted.