



Action for a Fair Water Future

Contents

Background

3

**Job Summary
and Purpose**

4

**Personal
Specification**

5

How to Apply

6

The Role

4

**Duties and
Responsibilities**

5

**Key working
relationships
and logistical
arrangements**

5



Background

Water Witness is an innovative Edinburgh based charity which leads action, research, and advocacy for a fair water future where all people can access the water needed to thrive, and are protected against floods, drought, pollution, ecosystem degradation and water conflict.

We stand with those at the sharp end of the global water crisis to shine a light on its impacts, to understand its root causes and to activate an effective response. We work with inspirational local partners to trigger social justice and system change to ensure sustainable management and equitable use of the world's most precious resource.

Over the past decade our team have been on the frontline: working to improve water security for over one million vulnerable people, driving improved policy, practice, and investment, building new approaches and communities of practice, and holding duty bearers to account for improved performance on water. Our hands-on field experience is backed up by cutting-edge research and global analyses, and this provides us with a clear understanding of the action needed to deliver on the water-related Sustainable Development Goals.

Our 2030 strategy builds on our track record as a dynamic NGO which unlocks improved water resource governance and water security for vulnerable communities. In the decade ahead we will work with our partners to focus on the following five imperatives:

1. **Accountable governance:** to implement effective and equitable water policy and law.
2. **Progressive financing:** to unlock funding and financial incentives for water security.
3. **Redefining corporate responsibility:** to transform private sector behaviour for shared water security.
4. **Confronting climate chaos:** to prevent catastrophic water shocks and build resilience.
5. **Activating people power:** to trigger political, social, and economic change for water security.

Having maintained steady progress in delivering on our goals throughout the global pandemic, we are now seeking an exceptional Business Support Officer to join our team in Edinburgh to help us accelerate delivery of our 2030 Strategy. Their work will strengthen the organisation's administrative and financial systems, and support services to our staff and partners around the world which are at the core of our world changing work.

The Role

Job Title:	Finance Officer
Place of Work:	Edinburgh, UK
Pay:	Pro rata £17,599.80 - £19,446.6 (£29,333 - £32,411 (depending on experience)) per annum plus 8% pension
Reports to:	contribution.
Term:	Business Manager
	Part-time (3 days each week) – 2 Year contract extended subject to performance and funding

Job Summary and Purpose

We are seeking to appoint a well-organised, self-motivated, and dedicated individual to support the Business Manager with a broad range of financial duties and to support colleagues across the wider organisation, including our offices in Africa.

This is a new role and an addition to an already small but mighty team; the Finance Officer will be responsible for ensuring transparent and efficient financial activities contributing to the achievement of Water Witness’s overall objectives.

S/he will be responsible for the financial management processes, ensuring compliance and supporting financial planning and reporting. Duties will include recording income and expenditure, arranging payment of invoices, supporting financial audits, programme finance reporting, fundraising applications, and providing financial support to the Senior Leadership and other staff.

The Finance Officer will be based in our Edinburgh headquarters. Some hybrid working and international travel may be required. If you are looking for an exciting opportunity to use your experience and skills to support positive change in the world, then we urge you to apply.

Key working relationships and logistical arrangements

The successful applicant will join seven professionals based at our Head Office in Edinburgh. They will work closely with the Senior Leadership Team to help shape and deliver the organisation's business and financial management, strategy, and plans. Key working relationships include: (i) Senior Leadership Team and wider Water Witness team, (ii) Supporters, partners, and donor organisations.

Duties and responsibilities

The objectives of this role are to assist the Business Manager and Senior Leadership Team with a broad range of activities, including delivery of Water Witness's income generation strategy and plans to ensure the sustainability of the charity and the achievement of its aims.

Your primary duty will be to support the Business Manager in the effective delivery of day-to-day administration and financial management. These main areas of responsibility include:

Finance

- Processing of invoices, manage account payable/receivable.
- Preparation of Monthly Management Accounts
- Monthly Bank Reconciliations
- Manage monthly budgets and report on variances to SMT/Programme Leads
- Assist in the preparation of budgets, forecasts, and financial reports.
- Ensure all financial activities adhere to the organisational policies and relevant regulations.
- Process purchases and invoices ensuring appropriate approval and correct allocation to programme budgets.
- Process regular payments for authorisation by the Business Manager
- Raise and track invoices to Funders/Stakeholders
- Support monthly reconciliations.
- Oversee and Process staff expenses claims, and reconciling expenditure on the expense's software.
- Oversee the purchase processes, arranging, and ordering stationery resources etc.
- Assist in the preparation for year-end audit and audits by funders.
- Manage petty cash and advances.
- Manage monthly Payroll for the UK Team.
- Other duties that arise for the needs of the business.

Person Specification

The successful applicant will be able to demonstrate the following:

Experience and qualifications:

Essential

- Relevant qualifications, or experience in financial management and administration
- Experience with financial software (e.g., QuickBooks or Similar)
- Progression and development through significant experience in a similar role.
- Proficiency in using a range of IT software, including Microsoft 365 and SharePoint, with the ability to learn other software applications quickly.
- Ability to manage time effectively and work independently.

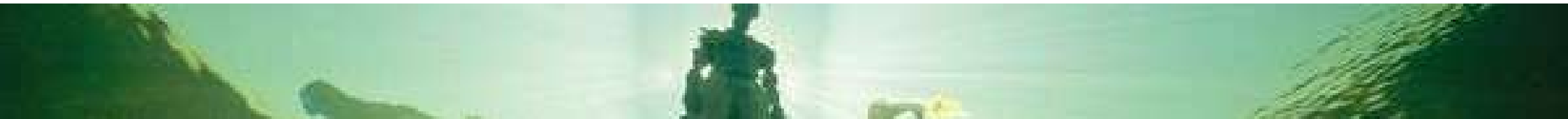
Desirable

- Experience in effectively supporting senior staff within a global development organisation and of collaborating with international partners.
- Project and programme management experience.
- Familiarity with Budgeting and financial reporting for small to medium size organisations.

Skills and attributes:

Essential

- Self-Motivated, proactive and able to work within a team.
- Excellent people and communication skills, both written & verbal, including the ability to communicate financial information clearly.
- Excellent IT skills including word processing, spreadsheets, presentations, graphics, and use of communication applications (Skype, Zoom, etc.).
- Flexible, extremely well-organized with a keen eye for quality assurance and value for money.
- Adept at following-up to ensure a successful outcome, especially in the management of details and when juggling multiple priorities.
- Flexibility to work outside normal business hours on occasion when required by the business.
- Excellent time management skills and ability to work without supervision.
- A willingness to do what is needed to get the job done.
- Interest in our work and commitment to social justice and sustainable development.



How to apply

All correspondence should be sent to jobs@waterwitness.org with 'Finance Officer' in the subject line. Please provide a CV and covering letter in ONE single document. The cover letter should be no more than two pages long, must explain why you are suitable for this position, and should clearly set out how your skills and experience match the specified criteria.

NOTE: APPLICATIONS WHICH DO NOT MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED

Timeline

Closing date:	12 Noon 28 th November 2024
Interviews:	w/c 9 th December 2024
Expected start:	w/c Mid-January 2025

Equality Statement

Equality and diversity are at the core of Water Witness' values. We are committed to equal opportunities for all, and to welcome people from a wide diversity of backgrounds, cultures, and experiences.

On this occasion, only those with an existing right to work and live in the UK should apply.

Selection Process

We will only use the information you provide to process your application. For more details on how we use your information, see our [applicant's](#). By emailing us, you are permitting us to use the information you have provided for recruitment purposes. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

Queries

If you have any queries on any aspect of the appointment process or need additional information, please email jobs@waterwitness.org.