Finance Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

We're currently looking for a detail-oriented and proactive individual to join our team as a Finance Officer.

In this role, you'll work directly with **Mahish** our **Global Director of Operations** and collaborate with teams across Project Access. You will play a key role in advancing Project Access's mission by driving financial transparency, promoting smart spending practices, and fostering a culture of thoughtful resource management.

Responsibilities include:
- Develop financial forecasts, support budget planning, and analyse data to guide strategic financial decision-making
- Assist in producing financial reports
- Process payments and invoices accurately and in a timely manner
- Oversee and maintain the organisation's accounting system
- Identify opportunities for impactful organisational spending and cost savings

The ideal applicant is...
- Curious and eager to learn, with an interest in finance and/or accounting
- Collaborative and open, working well with team members
- Reliable, detail-oriented, and responsive, ensuring work is completed accurately and on time while maintaining clear communication
- Takes initiative to identify areas for improvement
- Comfortable working remotely, managing responsibilities independently

You will get...
- Ownership and opportunities for growth and leadership from the start
- Opportunities to expand your finance and accounting skills, gain experience with finance software, and collaborate with industry professionals
- Access to a great community of talented and ambitious students
- A direct impact on the Project Access community and its mission

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Mahish, Global Director of Operations (mahish.kalra@projectaccess.org).