

Finance manager

"I like to get up early and get moving with the tasks for the day. Mornings are beautiful here and my desk looks directly out onto Chamundi Hill. Depending on where we are in the expedition cycle, I can be very busy, preparing cash advances, budgeting for project visits or loop trips and ensuring all the accounting records are up to date. Periodically, I have to agree my cash float and this can be nerve racking if it does not balance first time. There is quite a big responsibility ensuring all cash is correct!" Miranda Corti India expedition

The role

You will be field based and in addition to financial responsibilities, you will have the opportunity to visit project sites and will help with the general running of the expedition.

The responsibilities

- Set up and run the expeditions accounts
- Supervise day-to-day expenditure and keep clear and accurate records
- Monitor levels of expenditure and cash flow against budget and advise the Raleigh in-country staff team
- Monitor changes in currency exchange and effects on the budget
- Produce 2 interim reports during the expedition and a summary at the end for updating head office
- Compiling all insurance claims for the expedition, including receipts and reports

The skills

- Willingness to be flexible and put the needs of the expedition and the venturers first
- Excel skills and experience with double entry bookkeeping
- A demonstration of basic accounting knowledge or prior experience in a financial/accounting role

Desirable skills

- Qualified accountancy skills