

Finance Trainee (Newcastle) (1630)

Would you like to start a career in Finance? Would you like to work for Oxfam, one of the leading international aid charities in the world?

Would you like the experience of working in a busy and creative team? Would you like to share your enthusiasm with our super friendly and inclusive teams?

Did you know the Oxfam Finance Division is not only a great place to learn all about the different teams within a Finance function, but also an integral part of an organisation raising much-needed money to help us to fight poverty around the world.

Join the global organization at the forefront of change!

Join our teams in Newcastle/Oxford for a better world.

Being an Oxfam Finance Trainee:

Working for Oxfam as a Finance Trainee, you will work in one of our Finance Teams. These include the teams that process the money raised for Oxfam by selling new products and donated items. This money is then used to fund many of our projects to end poverty around the world.

Your tasks will be varied and during your placement you will be able to experience the different teams and their roles they play within the organisation, such as being one of the team members that processes payments to fund our Retail Activities, or even working closely with other teams across the organisation to ensure that income is recorded in the financial accounting system accurately and in a timely manner.

Working within our policies you will be encouraged to use your initiative, share your ideas, and feel comfortable to make decisions.

The Manager and their team will help you learn the systems and processes involved in working in a busy finance team.

Our Finance Trainees don't need any prior finance experience. Oxfam finance teams are exciting places, full of diverse and creative teams. We are looking for Trainees who want to be true team players.

We are looking for Finance Trainees who:

- Have an interest in finance and learning new skills.
- Are responsible and able to follow Oxfam's policies and procedures with guidance from their Manager.
- Have good numeracy skills and want to learn more?
- Can cope when plans change at short notice and adapt to different tasks.
- Have some familiarity with Excel and looking to expand their knowledge?
- Have the tenacity to ensure resolution of issues?
- Can work with the team and communicate effectively with diverse groups of people?

Full training will be provided, including finance systems training, health & safety & support on finding work in the future.

Oxfam is an accredited Living Wage employer and has a commitment to pay a Living Wage, as set by the Living Wage Foundation, for all UK employees.

Working within our policies you will be encouraged to use your initiative, share your ideas, and feel comfortable to make decisions as you bring your energy to our business.

Our teams are also passionate about ending poverty. As a trainee you will hear more about our work or you can read about it on our website: www.oxfam.org.uk, or follow @oxfamgb on Instagram or Twitter.

How to Apply:

As part of your online application, please upload your up to date CV and a covering letter explaining your suitability against the essential criteria in the job profile. Also please answer a few questions about yourself to help us to get to know you, and why you would be great as an Oxfam Finance Trainee!

If you are successful at being selected for interview, we will require you to provide your Proof of Right to Work in the UK, such as your passport, or a Birth Certificate with the names of at least one of your parents on it, together with a document with your National Insurance number on it.

All offers of employment will be subject to satisfactory references, medical and appropriate vetting checks.

You will be managed by the Manager. **Please note this is a fifteen (15) months fixed term opportunity.**

Our Values and Commitment to Safeguarding:

At Oxfam we are committed to keeping everyone safe and so we expect all of our colleagues to work within our values and to adhere to our policies and procedures, which include Health and Safety, Safeguarding and Code of Conduct. These will be shared with you to ensure you understand them.

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity, theft, and financial misconduct. We are also committed to promoting the welfare of children, young people, adults, and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment by complying with our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. You can find out more on our website: <https://www.oxfam.org.uk/about-us/plans-reports-and-policies/oxfams-code-conduct/>

Oxfam knows that a diverse group of people working together will help us to overcome poverty for good. We welcome you as you are and want you to feel safe and celebrate your identity.

Documents

- FEMINIST PRINCIPLES - OGB (final 2020).pdf (119.24 KB)
- Finance Trainee JD Mar 2023 v1.0.pdf (244.18 KB)

[Apply For This Role](#)

Location: NEWCASTLE (Office)
Hours: 36 hours per week
Salary: £21,017 FTE
Region: Finance Operations
Job Family: Finance
Division: Finance
Grade: E
Job Type: Fixed Term
Closing Date: 20 April 2023

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What others say about us

Oxfam has come first in "Best Places to Work in the Public Sector & Non-Profits in the UK" (2017) Indeed.co.uk

