

Job Title: Finance and Operations Manager

Location: London, UK (Only candidates who are eligible to work legally without work visa sponsorship in the UK will be considered.)

Contract Type: Part-time (0.6 FTE / 24 hours per week), Permanent contract

Hiring Salary: GBP 46,474 per annum (before taxes, to be pro-rated to 0.6 FTE)

Target Start Date: As soon as possible

Application Closing Date: 22 April 2026 23:59 BST

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play UK is a charity registered in England and Wales and in Scotland that works in partnership with Right To Play International to raise funds and awareness across the UK.

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Flexible work arrangements
- 25 days annual leave plus bank holidays per year (to be pro-rated for part-time employees)
- Competitive benefits such as Income Protection and Life Assurance
- Learning opportunities and 5 learning and development (L&D) days per year (to be pro-rated for part-time employees)
- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/234879-finance-and-operations-manager-part-time/1063227-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Finance and Operations Manager (0.6 FTE)	Grade: 7
Reports to: Executive Director UK & Global Strategic Initiatives	Location: London
Direct Reports: None	Department: UKNO

1-Purpose:

The role manages all UKNO finances and is responsible for supporting UK donor services and governance, accounting, ensuring accurate monitoring, reporting and compliance, alongside office management and logistical support.

2- Accountability & Responsibilities:

UK National Office Financial Support (75%)

- Lead on UK financial management and accounting. Inputting data and generating reports on UK income and expenditure forecast; performing variance analysis on key revenue and expense sources.

- Lead the annual budgeting process for the UKNO, monitor cash flow and prepare ongoing reporting and analysis, managing payments of providers, consultants and vendors.
- Lead on reporting to UK Finance and Audit Committee and support with Board governance and meeting management.
- Lead on UKNO External Audit and reporting to Charity Commission, OSCR, Companies House.
- Act as “super-user” for the Microsoft Customer Relationship Management (CRM) system, Dynamics 365 and Power BI, supporting donor engagement/stewardship. Manage and populate the system with timely and accurate data, assist UKNO staff with MCRM usage, and prepare reports based on database information.
- Ensure compliance with RTPs procurement and finance regulations.

UK Office management and logistical support (25%)

- Manage the day-to-day operations of the office, ensuring effective administrative support. Oversee relationships with the office landlord and service providers to ensure the office is well maintained and that all maintenance, repairs, and services are delivered in a timely and appropriate manner. Deliver comprehensive travel support, including visa coordination and hotel arrangements within the UK, and provide logistical support for UK-based organisational meetings and events (e.g. Freeze Week).

Perform other duties as assigned.

3- Scope (geographical and/or functional), Impact and Autonomy

This UK-based role operates with significant autonomy, holding delegated authority over financial management, systems, and office operations, including safeguarding all funds received. Oversight is provided by the Executive Director and the global finance team. Decisions on finances must be approved by the ED, and in some cases, the Finance and Audit Committee. In addition, the role is responsible for overseeing day-to-day office administration, providing travel and logistical support. The incumbent operates with high trust and independence and is expected to safeguard assets and ensure full statutory, fiscal, and HR data compliance.

4- Leadership and Staff management

The role exercises functional and collaborative leadership with no direct reports, providing guidance and influence across the National Office. Leadership is demonstrated through setting standards and supporting teams to work effectively within organisational policies and financial controls, by providing authoritative guidance to the National Office on financial policies, internal controls, and risk management; escalating material risks and recommending mitigation actions to the ED and HQ Finance. The incumbent is expected to operate effectively in a low-segregation environment due to small staff size by implementing and monitoring compensating controls (spot checks, reviews with ED, exception reporting) to maintain strong control integrity.

5-Information requirement for decision-making

This role requires gathering, interpreting, and compiling complex information from a variety of sources - including online banking, financial systems, MCRM, Power BI and fundraising staff to ensure accurate reporting and analysis.

6- Innovation and Improvements

The incumbent is expected to drive process improvements and functional innovations within the National Office—data integrity, financial tracking, and internal collaboration—while supporting others to implement these changes, with major or high-risk innovations subject to approval by the ED.

7- Relationships & Communications: Internal / External:

The incumbent is expected to work closely with the ED and HQ Director of Finance in regard to the financial aspects of the role, especially in preparing budgets and ensuring compliance with the financial procedures of Right To Play. They also work closely with all UKNO staff on UK finances and with the global donor services team. The role manages external relationships with RTP UK's auditors and FAC. The incumbent stewards the National Office's fiduciary obligations and is the primary authorized liaison with banks, landlords, insurance providers, external auditors, tax advisors, and legal counsel.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Post-secondary diploma or undergraduate degree in accounting, business administration, finance or other related fields.
- 5 years progressive finance experience, including audit coordination, statutory filings, managing and tracking budgets and external advisor management
- Extensive experience in managing operations and/or administration.
- Project and/or organisational performance management and reporting experience.
- Experience working at a senior support level.
- Able to work well in a team and under pressure, diligent and with an eye for detail.
- Excellent organisational skills and ability to manage multiple priorities.
- Ability to build good working relationships with colleagues, supporters and suppliers.
- Strong IT skills, in particular with databases and analytical systems.
- Excellent numeracy skills plus the ability to maintain and present financial and non-financial data in a clear and accurate way.
- A high level of proficiency at producing and reviewing management accounts to ensure accuracy and robust forecasting.
- Fluency in oral and written English.

9- Core Competences

- **Collaboration:** Ability to work with a wide range of stakeholders.
- **Growth Mindset:** Stay abreast of emerging finance trends encouraging new ideas and new approaches for improvement Resilience: Abilities to face challenges with a problem-solving attitude.
- **Professionalism:** Demonstrate integrity & accountability, uphold the org values to support decision making.

- **Management and Interpersonal Skills:** Demonstrates strong organizational skills to meet deadlines and possesses excellent problem-solving abilities.

10- Additional Information: Minimum requirement to work from the London office two days per week.