Volunteer Finance Assistant

Bats without Borders | Remote (Scotland or UK based) **| Volunteer | Flexible hours**

About us

Bats without Borders is a not-for-profit organisation working to conserve bats and biodiversity across southern Africa through research, conservation action, advocacy and community engagement. We work with researchers, conservationists, communities and other partners to protect bat populations and promote understanding of the vital role bats play in healthy ecosystems.

Role description

Have finance or bookkeeping skills you'd like to use for a good cause?

Bats without Borders is looking for a reliable and organised volunteer to help us keep our financial records accurate and up to date. This is an opportunity to use your practical finance skills to support a small conservation organisation making a difference for bats and biodiversity.

Working with our team, your main responsibilities will include:

- Checking receipts and supporting documentation to ensure they are accurately recorded.
- Organising and maintaining digital receipts and financial documents so they can be easily retrieved when needed.
- Entering financial transactions into Xero, our accounting software, and attaching the relevant receipts and supporting documents.
- Helping reconcile income and expenditure recorded in Xero.
- Helping compile financial information for reports to funders, ensuring expenditure is appropriately documented and recorded.

Time commitment and working arrangements

This is an ongoing, remote volunteering role, with a minimum commitment of approximately 10 hours per month (around 2–3 hours per week).

Working arrangements are flexible, and hours can be organised to fit around your other commitments, provided agreed tasks are completed in a timely manner.

You should be comfortable working from home, managing routine tasks independently and communicating with the team when questions arise. We'll provide appropriate guidance and support, and agree priorities together.

Qualifications and Experience

We're looking for someone who is:

- Organised, reliable and detail-oriented, with a careful approach to handling financial information.
- Comfortable working with figures, checking documents and maintaining accurate records.
- Experienced in bookkeeping, accounts administration or general finance work, or able to demonstrate relevant transferable skills.
- Experience using Xero would be highly desirable. Experience with another cloud-based accounting package, together with the ability to learn new systems quickly, would also be welcome.
- Comfortable using spreadsheets and working independently in a remote setting.
- Trustworthy and discreet when handling financial and confidential information.

Previous experience with a charity or conservation organisation would be welcome but is not essential. A formal accounting qualification is not required; practical experience and a methodical approach are more important.

The difference you will make

Your contribution will help Bats without Borders maintain accurate financial records, keep receipts and supporting documents organised, and ensure our financial administration runs smoothly. Good financial management helps us use our resources responsibly and provides a sound foundation for our conservation work.

What you will gain

You'll be welcomed into our friendly and enthusiastic team and have the opportunity to use your financial skills to support a meaningful cause. You'll gain insight into the financial operations of a small conservation organisation and the important role good financial management plays in supporting its work.

Whether you're looking to share your existing expertise, maintain your skills or gain experience in the charity sector, we hope you'll find the role rewarding. We'll provide guidance and support, agree priorities together and make sure you feel valued as part of the team.

Equity, Diversity, Inclusion and Accessibility

Bats without Borders is committed to reducing inequality, valuing diversity and enabling inclusion. We are an equal opportunity organisation, and ensure positions are accessible to all, regardless of race, nationality, ethnicity, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status.

How to apply

Thank you for your interest in volunteering with us!

To apply, please e-mail Taonga at **info@batswithoutborders.org** with your CV (maximum 2 pages) and cover letter (maximum 2 pages).

In your cover letter, please briefly explain:

- why you feel you are suitable for the role, including your relevant finance or bookkeeping experience and familiarity with Xero or similar accounting software;
- why you would like to join the Bats without Borders team and support our work; and
- the time you could realistically commit to the role.

Please include your name in both documents, such as Firstname_Surname_CV and Firstname_Surname_Cover_Letter).

Closing date: **Sunday 15th November 2026**

We may close the advert earlier if we receive strong applications, so we encourage interested candidates to apply as soon as possible.

A bit more about Bats without Borders

Our Vision

Bats and their habitats in southern Africa are valued, protected and conserved for the well-being of bats, biodiversity and people.

Our Mission

Bats without Borders is dedicated to conserving bats, biodiversity and healthy ecosystems within southern Africa's changing landscape. We will achieve this by supporting and conducting applied research that informs targeted conservation action, strengthening local capacity and promoting a positive attitude towards bats through public engagement.

Our Commitments

Bats without Borders will strive to:

- **PROTECT** bat diversity and habitats by advocating for policy change with key stakeholders across southern Africa, informed by collaborative, evidence-based and ethical research.

- **RESTORE** important natural habitats through conservation action informed by evidence-based research, in collaboration with African and international partners.

- **ENGAGE** ecologists, researchers and conservationists across Africa to mobilise and protect their natural heritage through capacity strengthening and networking.

- **INSPIRE** people in southern Africa to learn, better understand, appreciate and even love bats through inclusive, participatory and fun education and community engagement.

- **EMPOWER** people to create and realise more sustainable livelihood strategies that both contribute to the alleviation of poverty and the conservation of key ecosystems and biodiversity.