

# Finance Officer role

February 2026

**Role Title:** Finance Officer

**Pay:** £25-£28k per annum, depending upon experience. PIPs pension, bonus scheme, generous holiday allowance and private healthcare.

**Contract:** Full-time, permanent

**Reports to:** Finance Manager

**Direct reports:** None

**Location:** Hybrid working. We offer a blend of remote and office-based working. Attendance when required at our London office is expected to support collaboration, team activities, and member engagement. (Office base: Black Bull Yard, 24–28 Hatton Wall, London EC1N 8JH)

**How to apply:** Please email your CV and a cover letter outlining why you are a great fit for this role, to [hello@ukie.org.uk](mailto:hello@ukie.org.uk) by Friday, 27<sup>th</sup> of February.

### About Ukie

Ukie is the trade association that represents and supports the UK's thriving video game and interactive entertainment industry. Our small team supports a membership of nearly 700 leading businesses, helping them to create some of the world's most exciting games.

We are seeking a proactive, motivated and organised individual to join the team. The role is a great opportunity for someone who wants to learn, be involved in a wide range of activities and develop their finance skills alongside an experienced Finance Manager.

### About you

You will be a proactive, motivated person who enjoys building positive working relationships across a small, busy team and who wants to develop their understanding of how finance works in a trade association with a national profile.

Ideally, you will bring:

- The ability to work quickly and accurately, with an excellent eye for detail
- The ability to manage and meet deadlines
- The ability to work alongside budget holders to ensure good financial control
- A willingness to learn new procedures and ways of working
- A reasonable degree of financial literacy, with some experience of reading and understanding financial reports
- Strong transferable computer skills, including some experience with SAGE financial systems

You do not need to hold a financial or accounting qualification to apply for this role. We are looking for candidates with a willingness to learn and the ability to work well across a diverse team. Ukie may be willing to support training towards a qualification for a suitable candidate.

### What you'll be doing

This role is an exciting opportunity to learn how finance works in a busy and ambitious trade association. You can expect a combination of regular tasks and a significant amount of variety as you get involved in different aspects of our work.

Your day is likely to involve:

- Building relationships with our busy staff team, answering questions and helping them make use of financial information to support their work
- Providing support during audits to ensure compliance with financial regulations
- Assisting in the preparation of financial statements, reports, forecasts and budgets
- Working with the Finance Manager to find ways to reduce financial risk for the company
- Performing data entry and ensuring accurate recording of financial transactions.
- Supporting our accounts payable and receivable functions
- Processing invoices and payments (including membership fees)
- Supporting day-to-day transactional processing and banking
- Maintaining accurate financial records and documentation.

**Qualifications and experience required for this role:** Previous finance experience is required. An accounting qualification is not necessary, as full on-the-job training will be provided. Ukie may also support further training toward a relevant qualification for the right candidate.

**Hours of Work:**

- Monday to Friday – 9.00am to 5.30pm
- Expectation that some evening and weekend work may be required to attend events as the business requires

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.*

**Our commitment to inclusion**

Ukie is committed to being an inclusive employer. We welcome applications from people of all backgrounds, identities, and experiences, and we believe that a diverse workforce makes us stronger. If you need any adjustments during the recruitment process, please let us know.