



IWF
Internet
Watch
Foundation

Working together
to stop child sexual
abuse online

RECRUITMENT PACK

Finance Administrator

Working to stop child sexual abuse online

Protecting children is at the heart of everything we do. For nearly 30 years, since the early days of the internet, our job has been to help victims of child sexual abuse by hunting down and removing the online record of the abuse.

It's a tough job. Our image analysts are amongst the best in the world. The children in the pictures are real. Their abuse and suffering is very real. Our experts never forget that.

The criminals who sexually abuse children, then record their suffering and share the horror online are ruthless. Sometimes they create images with audiences in mind. Victims range from babies to young teens. Abusers are often experienced at online grooming, skilled at manipulating young minds. Sometimes victims don't even realise they are being abused until it's too late.

Sadly, the internet makes it easier to share these images. We use advanced technology and human expertise to help young victims. If we can remove the record of suffering online and stop those images circulating, then we can stop the abuse being perpetuated. This makes the internet a safer place for all children and adults.

How we do this

- **Our team of human analysts.** Tech companies and law enforcement worldwide trust the assessments, experience and knowledge of our extraordinary team of people.
- **Tech-for-good.** Our in-house tech team build tools designed to make it easier to identify and remove online images and videos of child sexual abuse. In short, tech to protect kids.

- **Working together.** With international partners in government, law enforcement, reporting hotlines, charities and the tech community we work to stop illegal images of children being circulated again and again. We share vital information that could lead to the rescue of a child from terrible abuse.

- **IWF Hotline.** This gives people a safe and anonymous place to report online images and videos suspected to show the sexual abuse of children. Our team of dedicated Hotline Analysts work tirelessly to locate and seek the removal of criminal imagery making the internet safer and protecting survivors from repeated victimisation.

The children in the pictures are real. Their abuse and suffering is very real. Our experts never forget that.

Our Chair & CEO



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The IWF sits at the forefront of fighting for victims of child sexual abuse. We're seen as global leaders, standard-setters, and team players. Our strong relationships with companies around the world have enabled us to carve a much-needed place to both protect children and provide the means by which industry partners can ensure that their websites, platforms, games, and online spaces are safer for us all.



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Tracking down and identifying truly harmful child sexual abuse imagery is at the very core of what we do at the IWF.

We develop cutting-edge technologies, and work with some of the biggest tech companies on the planet - but without the skills, knowledge, and determination of our amazing team, there is no way this vital work could be done.

Since 1996, the IWF's unmatched work and determination has led to the removal of millions of criminal images and videos from the open internet. Our datasets and services are used to protect more than 4bn online users and accounts globally.

We're trusted as an extremely safe pair of hands by governments, tech companies, law enforcement and other child protection non-profits.

This is possible because of the commitment and fortitude of the incredible IWF team. Every department from our front-line analysts to our People team, plays a critical role in helping us achieve our mission of a global internet free from child sexual abuse material.

Catherine Brown, Chair

“

I'm proud to say I lead the team at the IWF. Every person, regardless of which department they are in, works with a sense of tireless determination and passion which is vital to delivering our mission.

Kerry Smith, CEO

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Our vision

We're creating an internet free from child sexual abuse that is a safe place for children and adults to use around the world.

Our mission

We detect, disrupt, remove, and prevent online child sexual abuse material using our expertise and resources as effectively as possible.

The Internet Watch Foundation (IWF) is a child protection organisation, utilising ground-breaking tech to make the internet a safer place for children and adults across the world.

We're a not-for-profit organisation, supported by internet, tech and social media industries, private companies and the generosity of ordinary people.

We work closely with police, governments, the technology sector and NGOs globally, who trust our work.

Child sexual abuse images and videos are just as much a weapon as a knife. We actively search for this imagery and for the past 29 years, we've given people a safe place to report it to us, anonymously, now covering 54 countries.

We assess every report we receive. If it shows the sexual abuse of a child, we make sure the image or video is removed from the internet. We provide bespoke services, products and datasets to our industry Members to prevent the imagery from re-appearing and make it harder for offenders to find and share.

We care.

Our work relies on compassionate and resilient staff members, across diverse teams, including Analysts and Assessors in our Hotline, Finance, Admin, Communications and Technology, who are all highly trained and carefully looked after.

The children in these pictures and videos are real. The suffering captured in this imagery and the knowledge that it could be shared can haunt a victim for life.

That's why it's our mission to remove this material for good. And to show every child there is someone out there who cares enough to help.



Our values

It's a huge responsibility to have the job of searching for, stopping, removing and preventing child sexual abuse imagery online.

We don't take this lightly. Our values act as our backbone, our core strength, a guide and a reminder of the importance of our work. They are embedded in everything we do.

Being open and honest

- We treat every child victim of sexual abuse with the utmost and total respect;
- We always act with integrity and professionalism;
- We make sure our communications and actions are appropriate, true, transparent and accountable.

Being excellent

- Every day we strive to be the best in the world at what we do;
- We set the global standard of best practice;
- We build Tech-for-good tools to help defend child victims of sexual abuse. We make the internet a safer place, by:
- Protecting child survivors of sexual abuse from being victimised again and again. By stopping offenders sharing pictures and videos of the abuse online, we're making it more difficult for these criminals to perpetuate the abuse;

- Preventing internet users from accidentally stumbling on child sexual abuse images and videos;
- We make it harder for criminals to find child sexual abuse imagery online, by disrupting the illegal sharing.

Being team players

- Working together is vital. We always acknowledge the importance of partnerships;
- We recognise, reward and celebrate our success and achievements. If we win, so do children.
- Creating a caring and safe internal environment

- We respect, value and encourage individual contributions to our work and mission as well as those of our wider teams;
- A supportive environment is vital for people who work to protect children. We promote best-practice welfare for our staff who are committed to stopping the spread of child sexual abuse imagery;
- We encourage constant learning and personal development. It helps people thrive. It's good for us all.

Building an inclusive culture

We are building an inclusive culture to make the IWF a place where our people feel valued, have a voice and can be their authentic selves.

We value difference and diversity, not only because we believe it is the right thing to do, but because it will help us to be more innovative and make better decisions.

We always aim to recruit people who are most suited to the job and encourage applications from people of all backgrounds – people of all ages, sexual orientations, gender identities, nationalities, religions and beliefs.

We fully support candidates with a disability or long-term condition who require adjustments during the recruitment process and throughout any subsequent appointment.

Anti-racism statement

IWF stands in unity with all who experience racism and discrimination. As a team, we are committed to better understanding

the systemic racism and inequality that is experienced in the everyday lives of Black and minority ethnic people.

We affirm explicitly our commitment to being an anti-racism organisation. We acknowledge that racism causes significant harm and can be both conscious and unintentional. As an anti-racism organisation, we challenge ourselves to understand and correct any inequities we may discover and gain a better understanding of ourselves during this purposeful process.

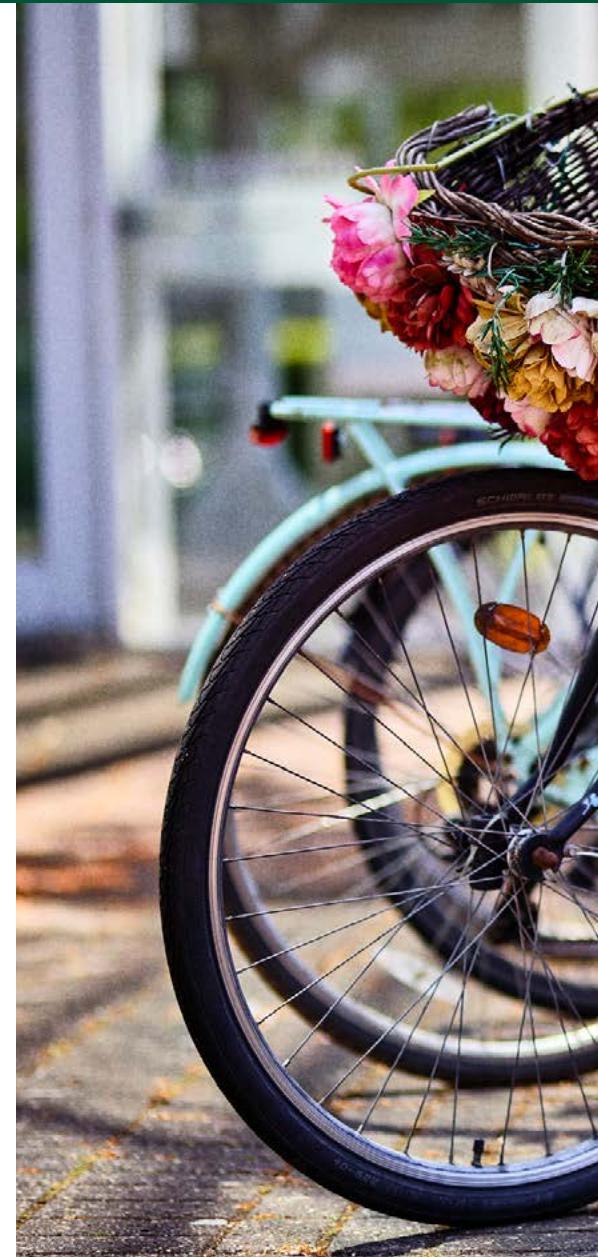
Addressing racism requires courage, respect and compassion and may not always be or seek to be comfortable.

We have a zero-tolerance approach to racism and condemn all racist and discriminatory

behaviour. We are committed to challenging and preventing structural racism within every aspect of our work.

We commit to:

- Affirm our identity, explicitly and publicly, as an anti-racism organisation;
- Employ individual and organisational exploration and examination of bias, advantage, and oppression to continually learn about and dismantle racism and all its impacts;
- Reflect our anti-racism in the culture of our organisation through our policies, procedures, and practices;
- Particularly encourage applications from Black, Asian and Minority Ethnic candidates.



Job description

Who we need

We are looking for a highly organised and detail-focused Finance Administrator to support the day-to-day financial operations of the IWF. This is a varied and hands-on role that plays a vital part in ensuring our financial processes run smoothly, accurately and in line with policy.

You will bring experience of working in a finance or administrative environment, with a strong commitment to accuracy and a proactive approach to problem-solving. You'll be comfortable managing multiple priorities, adapting to evolving processes and communicating clearly with colleagues, suppliers and partners.

We value people who care deeply about the IWF's mission and who approach their work with integrity, diligence and professionalism. You will work closely with colleagues across the organisation, using your organisational skills and attention to detail to support effective financial management and reporting.

This role offers a wide range of responsibilities across accounts payable, accounts receivable, cash handling and general finance administration, and would suit someone who enjoys variety and collaboration.

We are looking for

- Strong financial and administrative skills, with excellent attention to detail and accuracy.
- Experience processing invoices, expenses and financial transactions.
- Clear and confident communication skills, with a helpful and professional approach.
- The ability to prioritise a busy workload and meet deadlines methodically.
- A collaborative and co-operative working style.
- Integrity, discretion and sensitivity when handling financial information.
- Strong IT skills, including experience of finance systems (such as Sage) and spreadsheets.

- A willingness to adapt to new processes and contribute to continuous improvement.

Main accountabilities

Reporting to the Head of Finance you'll be responsible for the process sales, purchase and bank transactions in a timely, complete and accurate manner. This includes:

Financial transaction processing:

- Day-to-day processing: accounts receivable, accounts payable, cash and bank.

Monthly processing:

- Accruals and prepayments and other general accounting entries.

Audit and compliance:

- Assists in resolving audit and other compliance related queries

Important note:

You will **not** be required to view criminal images. The position is subject to an enhanced DBS check.

Details

Reports to: Head of Finance

Salary: £25,750.00 + benefits

Benefits:

- Generous annual leave entitlement
(Plus time off for Christmas closure)
- Pension Scheme
- Life Assurance
- Private Health Care
- Cycle To Work Scheme
- Employee Assistance Programme

Hours: Full time (35 hours per week).

We are a family-friendly employer and take a flexible approach around personal commitments when agreeing work patterns.

Location: The role is based in Cambridge, offering hybrid working.

The building is accessible with a lift and disabled toilet.

Person specification

Educational qualifications

Requirements	Criteria
Educated to A-level or equivalent.	Essential
Evidence of role-related or further training.	Desirable
Finance qualifications e.g. AAT.	Desirable

Experience

Experience of working in a finance related role.	Essential
Experience of using a computerised accounting system.	Essential
Experience of SAGE.	Desirable
Experience of office based work and general administrative tasks (including the use of Microsoft Office suite, e.g. Word, Excel, Outlook etc.).	Essential

Skills, abilities & knowledge

Attention to detail and accuracy under pressure.	Essential
Logical approach to work.	Essential
Knowledge of Tax/VAT regulations.	Desirable
Ability to work unsupervised.	Essential
Good communicator and confident to liaise with staff and stakeholders at all levels.	Essential

Personal qualities

Genuine interest in working for IWF.	Essential
Flexible and happy to "muck in" whatever the task.	Essential
Able to use own initiative.	Essential
Team player.	Essential
Articulate and confident.	Essential
Open to learning and development.	Essential

We're a dog-friendly organisation and believe in the positive impact dogs can have on workplace happiness and well-being.





How to apply & more info

How to apply

Please download and complete the following documents:

- [Application Form](#)
- [Equal Opportunities Form](#)
- [Confidential Disclosure Form](#)

To ensure fairness and equality in our application process, completion of an application form is required. CVs will not be accepted. Please email the completed forms to: recruitment@iwf.org.uk

Closing date:

As we need someone to start as soon as possible, we will be interviewing suitable candidates at the earliest opportunity. For this reason, we recommend you submit your application as quickly as possible.

More info

Website: [iwf.org.uk](#)

Annual Report: [iwf.org.uk/annualreport2024](#)

Social Media:

- [Bluesky: iwf.org.uk](#)
- [X: @IWFhotline](#)
- [Facebook: InternetWatchFoundation](#)
- [LinkedIn: IWF](#)
- [Instagram: internet.watch.foundation](#)
- [YouTube: IWFHotline](#)

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Email: recruitment@iwf.org.uk

Listen to our podcasts

Our podcast tells, for the very first time, the story of online child sexual abuse through the words of victims, the people fighting to eradicate it, law enforcement, internet companies and, even perpetrators:

[iwf.org.uk/podcast](#)

Our series of short podcasts feature exclusive discussions with IWF staff, leading experts and academics covering a wide variety of topics including our Hotline, tech, encryption, policy and how these impact the criminal circulation of child sexual imagery online:

[iwf.org.uk/shortcast](#)

A day in the life

We follow our Hotline Manager Tamsin on a regular workday. Read more:

[iwf.org.uk/adayinthelife](#)

