

Job Description

Finance Assistant

Finance Team

Proforest is recruiting a Finance Assistant to join its dynamic finance team to support with operational finance activities, with a focus on its UK registered charity.

About Proforest

Proforest is a mission driven organisation with a 20-year track record of supporting the transition to sustainable production and sourcing of agricultural and forest commodities. We are a not-for-profit group with a global presence across Europe, Asia, Africa and South America and work with governments, the private sector and civil society to deliver positive social and environmental outcomes in the places agricultural commodities are produced, ranging from protecting forests to recognising the land rights of indigenous peoples to improving conditions for workers.

Position summary

This position is an exciting opportunity to take on a role within the Proforest Europe Finance team to support the team in all of its operational activities, and particularly of the UK registered charity, The Proforest Initiative, based in Oxford, UK. This is a permanent full time position.

The role of the Finance Assistant is to support with the input of operational transactions in to the financial systems; maintaining the accounting records; performing appropriate controls and reconciliations; support the production of monthly management reports and reports to external funders; perform periodic accounting processes; and support with the year end, audits, and related administrative processes.

Responsibilities

Be responsible for the day-to-day transaction processing of the Income, Purchases, Nominal Ledger and the Project module of SAGE 50 Accounting system to ensure the completeness and accuracy of the accounting records.

Accounting Records

1. Ensuring accurate and timely customer invoicing, processing of journals, and processing supplier invoices

2. Entering Customer receipts, Supplier payments and other bank transactions and performing bank reconciliations for review
3. Ensuring that VAT codes are correctly input
4. Reviewing and reconciling Debtor and Creditor Accounts (including prepayments and accruals)
5. Performing a variety of accounting reconciliations including group intercompany accounts
6. Performing Credit control activities and providing information to support cash flow forecasting and management

Reporting

1. Supporting the production of the monthly Fixed Costs Report, monthly Income and Forecasting Report for projects, and monthly Programmes Reports
2. Performing an initial review to identify and escalate reporting discrepancies or control issues
Completing monthly tasks checklists, particularly to ensure that processing and reconciliations and controls are complete

Further duties and responsibilities include:

- Assisting with preparing Year-end audit files, ensuring all information and supporting documents are electronically available, in accordance with the agreed timeframe
- Assisting with communications with Programmes implementing Partners
- Collating and referencing supporting documentation for Independent grant donor reviews and audits or Full Statutory Audit
- Assisting others in the Finance Team with any other duties as required, including the upkeep of electronic filing

Qualifications, Experience, Skills and Qualities

Essentials:

- Part Qualified AAT or equivalent and actively pursuing qualification
- At least 3 years Finance work experience, 2 years of accounting and reporting
- Ability to understand contractual terms and requirements for documenting of transactions
- Demonstrable Intermediate Excel skills
- Numerate and good attention to detail
- Able to demonstrate initiative and flexibility
- Motivated team player with good interpersonal skills and strong desire to support the team in meeting organisational objectives
- Good planning and organisational skills
- Good time-management skills
- Ability to resolve problems and queries quickly and efficiently
- Good written and verbal communication skills in English

Desirable:

- Familiarity with Sage 50 or similar accountancy system
- Experience of working in the not-for-profit sector

Salary: GBP 22K-25K, depending on experience + Study support

To apply

Please send your CV, a cover letter explaining your suitability for the position and confirmation that you are eligible to work in the UK to personnel@proforest.net

Application Deadline: 12th March 2021

Proforest is an equal opportunity employer.