

Job Description: Finance Assistant (part time)

Role summary

ISEAL Alliance is seeking a part time Assistant to join its Finance & Operations team. The Finance Assistant will be responsible for a range of bookkeeping and operational tasks and activities. Collating data and recording relevant financial transactions will be part of your daily routine, together with some more general administrative and office management tasks.

The ideal candidate should have an affinity for maintaining and developing effective administrative and processing routines, a proactive approach to work, and be well organised and methodical. This role suits someone who is very comfortable with numbers and bookkeeping, but also eager to contribute to broader financial and administrative work. Ideally, the preferred candidate will have some experience in providing finance or administrative support duties. Experience within a not for profit or international organisation would be a plus.

We are looking for an individual who enjoys being part of a small team within a versatile and dynamic organisation, and who has a flexible approach to prioritising and executing their duties. This role will be part of a finance team of four and will also build good relationships with colleagues in other teams, some of whom are based in international locations. The ability to work and communicate effectively with others is a must.

ISEAL is the global membership organisation for sustainability standards that includes many of the leading eco-labelling and certification schemes in the world as its members, such as Fairtrade, Rainforest Alliance, Marine Stewardship Council, Forest Stewardship Council, Better Cotton Initiative, and others. Please find out more about us on our website www.isealalliance.org.

Responsibilities:

Bookkeeping

- Support purchase ledger processes:
 - Set up supplier accounts and maintain supplier records and bank details, including verifying bank details for new beneficiaries.
 - Manage invoices email inbox, including communication with budget holders on invoice approvals and coding.
 - Enter supplier invoices and payments into finance system and run creditor reports
 - Carry out regular payment runs through online banking system

- Process and reimburse staff and stakeholder expenses:
 - Verify / check supporting documentation for staff and other meeting participants' expenses claims. Get approvals and resolve coding allocation issues
 - Process expenses claims transactions
 - Assemble and check supporting documentation for, verify and process staff credit card expenses. Resolve coding allocation issues
 - Convert transactions into recording currency where appropriate
- Assist with bank reconciliation tasks
- Provide support with other financial tasks as required

Office Administration

- Assist with general office and administrative duties (such as telephone answering, post, office equipment and stationery ordering and maintaining staff leave records)

Other

- Keep colleagues apprised of developments in own area as appropriate
- Fulfil requirements of internal staff management processes including performance reviews, supervisory meetings, etc.
- Contribute to staff meetings, and other internal meetings with appropriate content, views and suggestions

Selection Criteria

Essential Knowledge/Skills/Attributes

- Some experience either within accounting or administration work in a small office environment
- Proven numerical competence
- Effective oral and written English skills
- Proficiency in Microsoft Word and Excel
- Good administrative and organisational skills and ability to keep documentation tidy and accessible
- High level of attention to detail and accuracy
- Ease in communicating with colleagues and third parties via email
- Proven ability to plan and organise tasks efficiently
- Confidence to work independently and ask for clarification where needed
- Ability to communicate and to work as part of a team
- Comfortable in a working environment in which job responsibilities evolve as team needs change

Additionally desirable:

- Some understanding of basic accounting principles
- Experience with Sage 50 accounting software
- Committed to contributing to positive social and environmental change

Other Relevant Information:

Term:	This is intended as a long-term position with an initial contract of one year
Salary:	£22,000 – £25,000, pro rata, depending on experience and agreed hours (these salaries relate to a 37.5-hour week)
Working Hours:	Based on a part time hours of 15 to 22.5 hours per week (to be agreed).
Status:	Candidates must be eligible to live and work in the UK. Evidence of this will be required.
Location:	This position will be based in ISEAL's London head office; due to uncertainty with Covid-19, an ability and willingness to work from home is required
Annual Leave:	25 days per annum pro rata (incl. office closure between Christmas and New Year)
Equal Opportunities:	ISEAL strives to be an equal opportunities employer and commitment to this process is expected.
Ideal Start Date:	ASAP

How to Apply:

Interested candidates should submit a current CV and a statement explaining how they meet the selection criteria for the position to recruitment@isealalliance.org, quoting the job title "Finance Assistant (p/t)". Specific enquiries about this role and the application process can be sent to the same e-mail address.

Deadline for applications: 18 September 2020, noon (BST)

We encourage early application, as we will start to interview at the earliest opportunity.

Due to anticipated high numbers of applications, we regret that we will only be able to contact short-listed candidates.