

## Job Description

### Senior Finance Assistant

## Finance Team

Proforest is seeking an enthusiastic team member to support a small but dynamic finance team in all of its operational activities.

## About Proforest

Proforest is a dynamic organisation working around the globe to support the sustainable production and use of natural resources. We have established ourselves as a leader in the development and implementation of sustainable approaches for both forestry and a range of agricultural commodities. We work with companies, government departments, NGOs and civil society organizations to implement sustainability in practice, supporting development while minimising any environmental impacts.

The Proforest Group is particularly interesting as it is made up of a UK-registered charity together with companies and associations in the UK, Ghana, Malaysia, Brazil and Colombia. As a result the finance team work with both company and charity accounting and support the offices in Africa, Asia and South America with their financial management.

## Position summary

This position is an exciting opportunity to take on a role within the Proforest Finance team to support the team in all of its operational activities across the Proforest Group, whilst being based in Oxford, UK. This is a permanent full time position.

The role of the Senior Finance Assitants is to maintain the accounting records for Proforest entities including performing appropriate controls, produce monthly management accounts for the technical staff and directors, perform periodic accounting processes such as VAT returns and Intercompany reconciliations and to support the year end and audit processes.

## Responsibilities

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

## Accounting Records

1. Ensuring accurate and timely customer invoicing and processing supplier invoices
2. Entering Customer receipts and Supplier payments and performance of the Bank reconciliations for review
3. Ensure that VAT codes are correctly input and workings for the returns are generated
4. Review and reconciliation of Debtor and Creditor Accounts (including prepayments and accruals)
5. Review staff timesheets and expense claims to ensure they are ready for processing
6. Perform a variety of accounting reconciliations including petty cash, credit card control account, intercompany and cash advances to staff
7. Perform Credit control activities and provide information to support cash flow forecasting

Be responsible for the generation of key management reports and the completion of the initial review to identify discrepancies for escalation.

## Reporting

1. Generate monthly fixed costs report and perform an initial review
2. Generate the monthly Income and Forecasting Report for projects
  - a. add new projects including budget figures
  - b. download and incorporate actuals
  - c. reconcile to general ledger balances and identify differences
3. Complete monthly checklists and compile the management accounts file for review

Senior Finance Assistants are expected to be able to identify and escalate reporting discrepancies or control issues by their initial review. Finance Managers support them in resolving discrepancies and issues. Senior Finance Assistants have a primary responsibility for the completeness of the reports and contribute to their accuracy by their initial review.

Senior Finance Assistants are expected to support and assist the Finance Assistants in the work related to their entities particularly ensuring reconciliations/controls are complete, timely and accurate.

Further duties and responsibilities include:

- Assist the senior management team with preparing Year-end audit files, ensuring all information and supporting documents are electronically available, in accordance with agreed timeframe, for Independent Reviews or Full Statutory Audit, depending on statutory requirements.
- Contribute to maintain an efficient and tidy finance office
- To provide cover for answering incoming calls in the absence of the office manager & administrator
- Assist others in the Finance Team with any other duties as required

## Qualifications, Experience, Skills and Qualities

### **Essentials:**

- Part Qualified ACCA or CIMA actively pursuing qualification
- At least 5 years Finance experience, 2 years of accounting and/or reporting
- 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 problem and queries quickly and efficiently
- Good written and verbal communication skills in English

### **Desirable:**

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

**Salary:** up to GBP 25,000 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](mailto:personnel@proforest.net) or by post to:

Human Resources | Proforest | South Suite | Frewin Chambers | Frewin Court | Oxford OX1 3HZ | UK

**Application Deadline:** 15 July 2018

*Proforest is an equal opportunity employer.*