



## **Job Description: Finance & Administration Assistant** **(part-time 24 hours per week)**

**Are you looking to provide effective support to a finance and administrative function in a small, dynamic NGO? If you have the appropriate qualifications/experience in book-keeping and general office support, this may be the role for you!** Bonsucro, the global sugarcane platform, is striving for a world where successful, professional, responsible sugarcane production is commonplace. We are now looking for an effective book-keeper and administrator to join our small finance team to support the organisation's continued growth.

The successful candidate will support Bonsucro's Finance Manager in operating Bonsucro's Finance function, ensuring proper and robust financial records are kept. The role will also assist with regular and timely financial reporting to management and the Board. In addition, the finance and administration assistant will help ensure that we work in a quality, safe, fit for purpose office environment, representing value for money by coordinating appropriate purchasing and facility management. Finally, the role holder will support the smooth operation of Bonsucro's membership administration.

This part-time role is key to providing a reliable and pro-active finance and administration function and plays an important role in Bonsucro's continued success and impact. It requires a confident individual with plenty of experience in bookkeeping and use of finance systems, as well as general office procedures. We are flexible around how the part-time week could be structured, although our preference would be that the successful candidate would work a shorter days, 5 days per week. The role would suit a delivery-focused self-starter, who is comfortable taking ownership over processes.

Being a relatively small organisation with a global reach, and a challenging ambition, this is the right environment for someone who takes a flexible approach and who can adapt to arising issues while respecting local differences. An ability to deal with many, sometimes competing, tasks will round off the profile.

### **Role Overview**

#### **Accountability for:**

1. Accurate and timely bookkeeping
2. Effective office administration/logistics
3. Accurate and timely operation of payroll
4. Smooth functioning membership administration

#### **Key Responsibilities and Dimensions of Role**

##### **1. Accurate and timely bookkeeping**

- Own the operation of Bonsucro's bookkeeping ensuring that financial records are kept accurate and up to date.
- Process all invoicing.
- Process expenses claims.
- Provide additional support as required to the Finance Manager.

**2. Effective office administration/logistics**

- Maintain inventory of office supplies and own re-ordering processes.
- Ensure a clean and tidy office environment (overseeing the cleaner).
- Manage social calendar including celebration of staff birthdays and other special occasions.
- Help organise specific meetings inside and outside of the office.
- Provide ad hoc administrative support as needed to staff, including to those based overseas.
- Manage outgoing and incoming post.

**3. Accurate and timely operation of payroll**

- Own the operation of the monthly payroll processes to ensure staff are paid accurately and on time.
- Manage changes and updates to payroll.
- Respond to ad hoc queries in relation to payroll.

**4. Smooth functioning membership administration**

- Ensure that membership details are accurate and up to date within Salesforce.
- Timely and accurate processing/sending of invoices.
- Support Finance Manager with credit control processes.
- Support other team members with membership administration issues.

*The employee may be required to undertake such other tasks and responsibilities as may be directed, from time to time, by the line manager that are consistent with the nature of the job described above.*

**Person specification**

**Essential Qualifications, Knowledge & Experience and Skills**

- Experience using accounting software
- AAT Advanced Certificate in Bookkeeping (or equivalent)
- Highly organised and process driven
- High level of attention to detail
- Strong team player
- Comfortable using own initiative and taking ownership of processes
- High levels of integrity and trustworthiness
- Able to handle confidential information
- Positive outlook and fun, with a good sense of humour

**Additionally desirable**

- AAT Professional Bookkeeper qualification (or equivalent)
- Interest in sustainability
- Experience of working in a membership organisation



## Other information

<b>Service</b>	Organisational Effectiveness
<b>Salary</b>	£12,000 - £15,000 pa (full time equivalent £20,000 - £25,000 pa) + competitive benefits package
<b>Reports to</b>	Finance Manager

## How to apply

Please send your CV along with a statement explaining how you feel you can meet the requirements of this role to [recruitment@bonsucro.com](mailto:recruitment@bonsucro.com). We will consider applicants on a rolling basis with the final deadline for applications on 14 June 2017. Early submission is strongly encouraged. Please note that we will only be contacting shortlisted candidates.

*This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.*