

JOB DESCRIPTION

Job title: Finance & Operations Intern

Location: Remote working

Managed by: Head of Finance and Organisation Development

Salary: £24,750 per annum (pro-rated)

Contract: Fixed term 1 year, Part-time (3 days per week)

BACKGROUND:

Consumers International is the only global membership organisation bringing together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers.

We work with our members and partners, across national borders to address critical, systemic global issues that impact and involve consumers. Representing and empowering consumers, we are their voice in international policy-making forums and the global marketplace to shape a world where everyone has access to safe and sustainable products and services.

Working for Consumers International provides the opportunity to build solutions and partnerships to address the foremost marketplace issues and opportunities at global scale.

PURPOSE OF THE ROLE:

To support the Finance team comprising of the 'Head of Finance and Organisation Development' and 'Finance Processing, Analysis and Reporting Specialist' in the day-to-day running of the Finance department and other administration and operational tasks. Key finance tasks include ensuring financial records are accurate and kept up to date, recording all financial transactions and maintaining the ledgers on Business Central accounting system.

This role will suit someone who is looking for a varied accounts role to **start their career** in finance in a small organisation, has a can-do attitude, is proactive and can adapt easily to daily requirements and priorities. An ongoing commitment to an accountancy/book-keeping qualification is preferable and systems experience with 'Microsoft Dynamics 365 Business Central' accounting package would be an added advantage.

KEY RESPONSIBILITIES

Assist the 'Finance Processing, Analysis and Reporting Specialist' with the following key tasks:

Purchase Ledger

- Enter purchase invoices on Business Central, obtain coding and approval from Budget holders, setting up new Supplier accounts.

Sales Ledger

- Raise annual membership contribution invoices on Business Central and post corresponding invoices on Business Central
- Post incoming receipts to debtor accounts on Business Central
- Upload membership invoices raised and issue remittance acknowledgement receipts for member payments using Salesforce system
- Raise other non-membership invoices as advised

Expenses

- Issue credit card statements and monthly transaction listings to Credit Card holders on monthly basis. Review supporting documentation provided and post expenses to Business Central
- Check expense claims and supporting receipts against the expense policy

Bank

- Prepare monthly bank reconciliations for all Bank accounts held

Fixed Assets

- Maintain fixed asset register
- Calculate monthly depreciation journals
- Arrange courier delivery of office equipment for new starters

Projects

- Assist project holders with income/expenditure queries
- Review subgrant payments and supporting expenditure report checks

General

- Ensure that documentation is accurately filed
- Respond to queries (internal and external) as directed
- Ad hoc support to 'Head of Finance and Organisation Development' and wider team as required

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Prior experience in the accounts department of a small organisation, undertaking a varied role an advantage • Previous experience in running sales or purchase ledger preferred • Prior use of Microsoft Dynamics 365 Business Central accounting software an advantage
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent organisation and time management skills • Able to work at pace and to deadlines • Excellent IT skills, including experience of using Microsoft Office and Excel • Excellent levels of written and verbal communication skills; ability to communicate at all levels • Keen and strong problem solver with a good eye for detail • Numerical and methodical skills and commercial awareness • Hardworking, enthusiastic, resilient and proactive • Comfortable working alone and as part of a team, able to make things happen
KNOWLEDGE	<ul style="list-style-type: none"> • Some accounting knowledge gained through either experience or further education
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • GCSE English and Maths • Part Qualified AAT, ACCA or Finance degree • Strong Bookkeeping skills
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to the aims and objectives of Consumers International • Able to thrive in a multicultural, highly collaborative, and agile work environment • Good organisational representative • Outstanding collaborator, with the ability to build strong relationships internally

OUR VALUES

The Consumers International team strives to live the following values:

Leadership	<ul style="list-style-type: none"> • Making tough trade-offs to ensure we deliver against strategy. • Charting a path forward – listening to other perspectives, while being independent of those perspectives. • Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work. • Striving to bring others with us – colleagues understand the direction we are taking and our reasoning. Viewpoints are sought at key moments and delivery is orientated around the strategy.
Inclusivity	<ul style="list-style-type: none"> • In delivering our strategy, creating the space to listen and understand views, and diversity

	of participation and representation.
Caring	<ul style="list-style-type: none"> • Caring about the career development and success of our colleagues and how our team collaborates together. • Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.
Innovation	<ul style="list-style-type: none"> • Pursuing new creative ideas that have the potential to change the world.
Agility	<ul style="list-style-type: none"> • Adapting quickly in response to opportunity.
Efficiency	<ul style="list-style-type: none"> • Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.
Excellence	<ul style="list-style-type: none"> • Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.
Passion	<ul style="list-style-type: none"> • Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals. • Engaging with energy and excitement.

EMPLOYEE BENEFITS

Employee benefits offered will be in line with the minimum statutory requirements in effect for the regional location that the applicant resides in.

APPLICATION

If you are interested in this position, please share your CV and a covering letter with recruitment@consint.org

Your cover letter should explain clearly how your skills and experience relate to the criteria detailed in the person specification section of the job description.

We will be reviewing applications on an on-going basis until Sunday 19th May 2024.

We look forward to hearing from you and thank you in advance for your time.

This is a description of the job as it is presently constituted. It is the practice of Consumers International to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if

agreement is not possible, Consumers International reserves the right to insist on changes to your job description, after consultation with you.

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

Updated: January 2024