

JOB DESCRIPTION

Job title: Finance and Operations Intern

Location: Remote (must be UK based)

Managed by: Head of Finance and Organisation Development

Salary: £20,111

Contract: Permanent, full time

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.

In the early stages of implementing a new strategy, our rapidly developing programmes consider consumers rights and needs, meeting the sustainable development goals and the areas where our global movement can make the biggest difference, shaping the future for consumers in food, finance, energy, mobility, sustainable consumption and more from the future of food production and consumption to catalysing a sustainable energy transition.

PURPOSE OF THE ROLE:

To support the Finance team comprising of the 'Head of Finance and Organisation Development' and 'Finance and Membership Assistant' 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 required.

KEY RESPONSIBILITIES

Assist the Finance and Membership Assistant 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.
- Send payment confirmation emails to payees on completion of weekly payment run

Sales Ledger

- Raise annual membership fee invoices on Business Central and post corresponding invoices on Business Central
- Upload membership invoices raised on Salesforce
- Post incoming receipts to debtor accounts on Business Central
- 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
- Checking expense claims and supporting receipts against the expense policy

Bank

- Prepare monthly bank reconciliations for all Bank accounts held
- Liaise with Bank re payment queries
- Manage balances in GBP current account to ensure adequate funds always available to cover weekly payments due

Fixed Assets

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

Regional and Subsidiary

- Post monthly transaction journals for all Regions and Subsidiary as required
- Prepare monthly reconciliation of intercompany accounts
- Prepare monthly Bank accounts reconciliations for Chile

Assist Head of Finance and Organisation Development with operational tasks:

- Posting job vacancies on recruitment websites and monitoring recruitment inbox

- Facilitating administration set up for new starters including network log-ins and access to internal operational systems
- Monitoring training requirements log for individuals and ensuring training courses booked as required
- Reviewing and implementing new systems and internal processes as required
- Managing Regus building membership subscriptions and monitoring usage

Projects

- Assist project holders with income/expenditure queries
- Assist Finance and Membership Assistant with grant payments and expenditure report checks
- Support Head of Finance and Organisation Development with project analyses and preparing monthly reports

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
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 • Currently studying towards an Accountancy related qualification (eg AAT)
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 • Based permanently in the UK with existing Right to Work status (Consumers International cannot assist with visa applications)

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

Consumers International employee benefits include:

- 27 days holiday, plus bank holidays
- Pension (employer contribution fixed at 5.25%, minimum employee contribution 3.75%)
- Life insurance cover of x2 annual salary
- Long term illness insurance
- Employee discounts on goods and services

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 **Monday 22nd August 2022**.

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.

Updated: March 2021

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.