

JOB DESCRIPTION

Job title: Specialist, Finance processing, analysis and reporting

Location: Remote (with two days per week co-working space provided)

Managed by: Head of Finance and Organisation Development

Salary: £27,000

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 Head of Finance and Organisation Development and act as their deputy in the day-to-day running of the Finance operations and other administration tasks including ownership of the membership applications process. 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 in a small organisation and is keen to develop and grow within the organisation. They will have a desire to understand the impact of finance on all areas of the business and gain a grounding of the interdependencies of the finance function with the operations and membership areas in particular. The individual must have a can-do attitude, be proactive and be able to adapt easily to daily requirements and priorities. Ability to use 'Microsoft Dynamics 365 Business Central' accounting package is a preferred requirement for the role.

Key Responsibilities

Purchase Ledger

- Enter purchase invoices on Business Central, obtain coding and approval from Budget holders, setting up new Supplier accounts.
- Conduct Supplier payment runs once a week. Send payment confirmation emails to payees.
- Prepare Supplier Turnover reports on a quarterly basis
- Prepare monthly journals for Prepayments and Accruals as required
- Support the Head of Finance and Organisation Development with managing Supplier contracts and reviewing renewals as required (eg IT, Insurance etc).

Sales Ledger

- Raise annual membership contribution invoices on Business Central, email to members and post corresponding invoices on Business Central
- Upload all membership invoices raised on Salesforce
- Post incoming receipts to debtor accounts on Business Central
- Issue remittance acknowledgement receipts for member payments using Salesforce system
- Issue statement of accounts and chase outstanding payments as required
- Raise other non-membership invoices as advised

Expenses

- Review expense claims to supporting payment documents, ensure approval from Line Manager, and post expenses on Business Central
- 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
- Support staff with training re use of WebExpenses as required and set up new accounts for new employees

Bank

- Deposit any cheques/cash received re member subscriptions at Bank
- Prepare monthly bank reconciliations for all Bank accounts held
- Liaise with Bank re payment queries
- Calculate revaluation of foreign currency bank accounts at end of each month
- 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

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

Projects

- Prepare monthly project reports and distribute to Project holders
- Assist project holders with income/expenditure queries
- Process payment of grants to members as required
- Support Head of Finance and Organisation Development with project analyses and queries as required

Business Central Systems maintenance

- Enter journals for day to day financial transactions
- Enter monthly payroll related journals and year end journals prepared by Head of Finance and Organisation Development as required.
- Enter budget forecast on Business Central
- Roll over closing balances to new period at year end

Membership Support

- Monitor membership email mailbox and collate all membership enquiries received
- Respond to all email enquiries detailing Consumers International's membership criteria requirements and membership fees
- Liaise with Management Team for approval of potential applications
- Support process of managing successful applications with welcome letter to member and update Salesforce with new member details
- Issue membership number and issue invoice for membership fees for all new members
- Maintain 'Membership applications tracker', updating as necessary to provide status of all membership applications.
- Support Global Networker Lead with assessing member applications and recommendations to Management team regarding potential new members.

General

- Support annual Audit process by preparing Audit pack of key income/expenditure schedules and liaising with Auditors regarding corresponding queries and supporting documentation
- Responsible for the input and maintenance of accurate financial records forming the basis of financial reporting.
- 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 organization, undertaking a varied role • Previous experience in running sales and purchase ledger • Prior use of Business Central accounting software • Previous exposure to foreign exchange an advantage
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Exemplary time management and accuracy skills. • Strong attention to detail and analytical skills • Able to work at pace and to deadlines • Excellent IT skills, including experience of using Microsoft Office and Excel, Salesforce an advantage • Excellent communication, both written and verbal • Strong interpersonal and relationship management skills
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 equivalent • 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 • Able to legally work in the UK (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
- Co-working space at Regus offices (up to 2 days a week)
- 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 **Friday 16th March 2023**.

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: January 2023

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.