

## **Accounts Assistant**

A newly created role for an individual who is looking for an opportunity to build on existing accounting and bookkeeping skills, support a growing organisation and be part of a small and dynamic team at the heart of global sustainability.

### **About the Business and the Role**

Bonsucro is a global not for profit organisation, working towards increased sustainability in the sugarcane sector. Our mission is to ensure that responsible sugarcane production creates lasting value for the people, communities, businesses, economies and eco-systems in all cane-growing origins.

As Accounts Assistant you will support the Finance & Risk Manager with all aspects of the finance function. Much of your time will be focused on financial data entry and maintenance of accurate accounting records, which will ultimately feed in to enabling the business to meet its statutory filing obligations and provide management with accurate, timely and relevant financial information.

Bonsucro is a growing international organisation and is committed to offering good development opportunities to its staff as well as a dynamic and inspiring work environment. Working as part of a Corporate Services team of five, based in central London, you will report to the Finance & Risk Manager.

### **Key Responsibilities**

- Review and maintenance of the sales, purchase & general ledgers
- Review and processing of expenses claims
- Creation and posting of month end accounting journals
- Perform weekly bank reconciliations for all our accounts (including foreign currency)
- Processing of payroll for our UK and overseas staff
- Support with other pay items (pensions, childcare vouchers, loan schemes, etc.)
- Credit control
- Assisting with weekly payments runs
- Provision of additional support as required to the Finance & Risk Manager, including assisting with preparation of the monthly management accounts, VAT returns, statutory accounts and annual planning and budget setting process

### **Person Specification**

You are committed to being an effective finance professional with a keen eye for detail and are experienced in all aspects of bookkeeping. You are proactive and positive in your approach, and a doer who ensures that actions are prompt and issues resolved to completion.

You have the proven ability to manage a varied workload, and can prioritise your tasks on an ongoing basis. You are a reliable team player, honest, acting with the highest level of integrity at all times. Being a relatively small organisation with a global reach and a challenging ambition, we are looking for someone adaptable, resilient and able to work with

a diverse set of colleagues and external contacts. An interest in sustainability would be a bonus.

### Essential Criteria

- A good working knowledge of accountancy/bookkeeping principles and common accountancy software packages
- 2+ years' experience in a finance or bookkeeping role (ideally in a not-for-profit or professional service environment)
- Strong IT skills, in particular of Excel within a finance and accounting context
- Excellent organisational skills and ability to prioritise
- A proactive approach to work and confidence in working independently
- Good interpersonal skills and an ability to work effectively with others, including remotely based colleagues
- Excellent communication skills, both verbal and written
- Ability to provide additional administrative support from time to time as directed by the Finance & Risk Manager or CEO

### Desirable Criteria

- AAT Advanced certificate in Bookkeeping (or equivalent).
- Experience of Xero accounts software
- Proficiency in Latin American Spanish and/or Portuguese

### Other information

<b>Start date</b>	As soon as possible
<b>Salary</b>	£25,000 to £30,000 pa + competitive benefits package
<b>Reports to</b>	Finance and Risk Manager
<b>Hours</b>	Full Time (35 hours per week)

### How to Apply

Please send your CV along with a statement explaining how you feel you can meet the requirements of this role to [accounts@bonsucro.com](mailto:accounts@bonsucro.com). We will consider applicants on a rolling basis and so 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.*