

Assistant Financial Accountant

Salary: Circa £32,000 per annum

Location: London

Permanent

Closing date: 6th March 2019

Interviews on the 15th, 18th and 19th March 2019



Assistant Financial Accountant – The Role

Our global finance team works collaboratively across the world to provide accurate information, reporting, and financial management, that is underpinned by strong internal controls and practical processes to help achieve our objectives. As Assistant Accountant, you will provide important assistance to the Global Head of Finance and Financial Accountant covering Financial Accounting, Treasury and Taxation needs to achieve lasting impact for animals worldwide.

In this rewarding and engaging role, you will process transactions for the International and UK office as well as complete month end activities and ensure balance sheet reconciliations are produced on a regular basis. You will also help produce timely, accurate and unqualified consolidated financial statements.

Following set processes and procedures, you will prepare and post month end journals and complete bank and balance sheet account reconciliations. You will also look to you to record fundraising income and legacies, prepare cash flow forecasts and help with the production of the annual consolidated accounts and associated workings.

Assistant Financial Accountant – Requirements

- You must have worked in a financial accounting role and be part qualified/qualified in an Accountancy qualification with a UK-recognised CCAB body or QBE.
- You will be accustomed to using accounting packages and carrying out month end processes including balance sheet reconciliations.
- You will have advanced Excel skills, and the ability to identify improvements to processes and increase efficiency within a Finance department.
- Highly organised and proactive, you are comfortable meeting deadlines and are interested in understanding how finance can improve performance through active business partnering.
- A natural passion for animal welfare and a strong commitment to the aims and values of World Animal Protection will be beneficial.
- Experience preparing accounts under the Charities SORP (2015) and knowledge of the FRS 102 would be an advantage.

Keen to take your finance career to the next level? Join us as an Assistant Accountant, your career will have a global impact.

Assistant Financial Accountant - How to Apply

If you want to be part of our dynamic organisation and help us move the world to protect animals then please send us a copy of your CV and cover/motivation letters addressing your skills and experience relative to the role to recruitment@worldanimalprotection.org

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within 3 weeks of the closing date, please consider your application as unsuccessful.

World Animal Protection is an equal opportunity employer and committed to providing equal opportunities for everyone regardless of their background.

The successful candidate must have permission to work in the position location by the start of their employment.

Why Work for us?

We move the world to protect animals globally but there are many other reasons to join our organisation. We are a truly global organisation with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

We encourage a healthy work life balance through great benefits such as a good holiday allowance and flexible working hours. We also offer enhanced maternity, adoption & paternity packages. You can also expect a generous pension scheme and life assurance policy. Other benefits include interest free ticket loans, cycle to work schemes and an Employee Assistance Programme.

We want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organisation.

Who are we?

We are World Animal Protection.

For over 50 years we have moved the world to protect animals.

We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farm animal welfare and fight against factory farming. We also help animals when disaster strikes. Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

Job Description

Assistant Accountant (International)



We are World Animal Protection.

We end the needless suffering of animals.

We influence decision makers to put animals on the global agenda.

We help the world see how important animals are to all of us.

We inspire people to change animals' lives for the better.

We move the world to protect animals.

World Animal Protection is a truly global organisation, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animal welfare matters and animal cruelty has ended. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

Job Title: Assistant Accountant

Location: INT/London office

Reports to: Financial Accountant

*Technical/Professional Accountability to:
None

Reportees: None

*Technical/Professional Reports:
None

Budget holder: No

Global/Local¹:
Global - International

Main Purpose of the role

The Assistant Financial Accountant provides support to the Global Head of Finance (GHoF) and Financial Accountant (FA) for all aspects of the Financial Accounting, Treasury and Taxation functions.

Accountabilities

- Ensure financial transactions are processed efficiently and correctly for the International and UK office
- Ensure robust month end processes are in place and that balance sheet reconciliations are produced on a regular basis
- Support the production timely, accurate and unqualified consolidated financial statements for World Animal Protection
- The role holder will comply with the organisation's policies and procedures.

Duties and Responsibilities

- Assist with the month end process, ensuring that deadlines are met, to include
 - preparing and posting month end journals including accruals and prepayments as required
 - completing bank reconciliations for all accounts (GBP and foreign currency)
 - updating the fixed asset register
 - ensuring that intercompany reconciliations are completed and any issues are resolved in a timely manner;
 - reconciliation of all other balance sheet accounts, and resolution of any outstanding items
- Work closely with the UK Finance team to accurately record fundraising income and legacies, and ensuring appropriate controls are in place for reconciliation purposes;
- Assist the FA and GHoF in ensuring that robust financial controls are in place and are adequately monitored;
- Assist the FA in the preparation of monthly cash flow forecasts, and analysis of any trends;
- Assist with the production of the annual consolidated accounts and associated workings, in line with the new Charities SORP (2015)/FRS 102 and Companies House requirements
- Assist the FA and GHoF with any HMRC filing requirements including corporation tax, VAT and PAYE
- Work closely with and provide cover for the Accounts Clerk (purchase ledger function)
- Provide support to finance teams in country offices as and when required
- Support the FP&A function with their reporting to budget holders
- Carry out other ad hoc tasks as required by FA, GHoF and Global Director of Finance and Performance

Organisational responsibilities

- Delivery of World Animal Protection's Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment
- Work cooperatively with external organisations, teams within World Animal Protection and in the wider animal welfare movement to pursue programme objectives and wider organisational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.
- Help secure resources (income) and reach (people and partnerships) by actively contributing to our supporter relationships, fundraising, communications, and donor reporting.
- Actively participate and support the organisation to ensure that we manage our resources (financial, staff and IT) efficiently and effectively by improvement of systems, reporting and compliance.
- Contribute to a learning culture and create a positive working environment for staff.
- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.
- Take responsibility for their own health, safety and welfare, comply with H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- The post holder may be required to travel internationally to provide support or participate in World Animal Protection's activities as and when required.

Skills and Experience

Essential

- Strong experience using accounting packages (General Ledger, Purchase Ledger)
- Strong experience carrying out month end processes including balance sheet reconciliations
- Strong time management and organisational skills for planning own work and meeting deadlines
- Pro-active, will identify improvements to processes and increase efficiency within the department
- Advanced knowledge of Excel
- Interest in animal welfare
- Interest in working within an international charity

Qualifications

Part Qualified Accountancy qualification with a UK-recognised CCAB body or QBE

Desirable

- Practical experience preparing accounts under the Charities SORP (2015) and knowledge of the FRS 102
- Good working knowledge of UK GAAP, IFRS and UK auditing standards
- Practical financial accounting experience in a multi-currency, international organisation, where there are overseas branches and/or subsidiaries
- Experience of working with Microsoft Navision (finance system)

Last reviewed/updated: 23rd May 2018

*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

¹A **global role** works across geographic boundaries with a remit to enable the delivery of strategic organisational activity across the world, providing direct input and support at a local level as required. A **local role** is primarily focussed on the delivery of strategic organisational activity within a country or location, providing information and input to global strategy and directions as required.