



## JOB PROFILE

### FINANCE & RESOURCES MANAGER (MATERNITY COVER)

#### INTRODUCTION

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Twin is a development through trade NGO working with 33 producer organisations representing 300,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our coffee company Twin Trading, works to access value-added markets for our producer partners and offers quality coffee with development impact.

We unlock the power of trade to strengthen producer organisations and delivery social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value change to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.

#### MAIN PURPOSE OF JOB

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The main purpose of the role is to provide steady support to the Head of Finance and Resources, focusing on Twin and Twin Trading's finance and IT operations.

#### POSITION IN THE ORGANISATION

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Reports to: Head of Finance & Resources  
Manages: Administrative Assistant  
Receives support from: other members of staff

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

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Responsibilities will include:

- Manage project management system (Time@Work)
- Invoice funders and customers
- Enter purchase invoices and record payments in accounting systems for both Twin and Twin Trading



- Coordinate payment runs for London and Kigali offices
- Code and check all invoices
- Perform reconciliations for Twin's bank accounts and credit cards
- Work closely with the Twin Trading Finance Officer and assist with any coffee trading related finance matters that may arise
- Liaise with suppliers and perform credit control
- Provide teams with financial ledgers at request
- Manage financial matters from the Kigali office with the assistance of Kigali Administrative Assistant
- Assist with Twin management accounts
- Take minutes at quarterly board meetings
- Oversee Administrative Assistant's work
- Post holder prepared to perform other related duties as assigned

## SKILLS REQUIRED:

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- Bookkeeping experience essential, AAT qualification desirable
- The ability to adapt and learn new accounting systems quickly
- Fluent use of excel
- Excellent organisational skills with a keen eye for detail
- The ability to motivate and manage own workload
- The ability to work under pressure
- Good IT skills
- Budget management skills
- Excellent written and spoken communication skills
- Previous experience using Sun System, Caja, or Time@Work very advantageous
- Working knowledge of French and/or Spanish preferable

## PROCESS

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Applications should be sent to [jobs@twin.org.uk](mailto:jobs@twin.org.uk) indicating the job title in the subject by 9:00 am on 10<sup>th</sup> August 2017. Interviews to be held the week of August 14<sup>th</sup>, 2017. Applications should include a cover letter explaining your suitability for the job and a recent CV.

## PACKAGE

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This is a fixed term maternity cover for up to 12 months, starting in September 2017  
Hours of work: Full Time



Location: London

Annual salary: £28,000 - £32,000

Holiday allowance: 25 days per year