



JOB DESCRIPTION			
Job title	Finance Assistant	Team	Finance
Job holder	Vacant	Reports to	Finance Manager
Job type	FTC / Part time 0.6 FTE	Date amended	Aug 2018
Company's profile	<p>Twin is a development through trade NGO working with 49 producer organisations representing 400,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our wholly owned coffee and cocoa trading company - Twin Trading, works to access value-added markets for our producer partners and offers quality products with development impact.</p> <p>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.</p>		
Job aim	<p>The main purpose of the role is to provide proactive support to the Finance Manager ensuring that financial processing for Twin and Twin Trading is timely and accurate.</p>		
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
Purchase ledger	<ul style="list-style-type: none"> • Processing coffee and nuts purchase invoices in Caja accounting system • Processing invoices in Sun Accounting system • Processing entries to T@W system – invoices, credit card transactions, advances and expenses • Updating payment run spreadsheet 		
Sales ledger	<ul style="list-style-type: none"> • Raising sales invoices on request of PPP team • Credit control activities i.e. statements and follow up phone calls as instructed by Finance Manager 		
General ledger	<ul style="list-style-type: none"> • Monthly Balance sheet reconciliations, bringing issues to attention of Finance manager 		

Other	<ul style="list-style-type: none"> • Administering the Finance inbox, responding to queries • Ad hoc duties from invoice filing, archiving of account files and any other tasks as may reasonably be requested by the Finance Manager and/or Head of Finance and Resources
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PERSON SPECIFICATION

Essential Criteria

- Excellent administrative and communication skills
- Prior accounts/finance experience
- Highly efficient, organised with ability to work in a structured manner ensuring all deadlines are met
- Ability to adapt and learn new systems quickly

Desirable Skills

- Part qualified AAT
- Interest in international development and NGO sector

PACKAGE

Contract	Fixed term with duration of 4 – 6 months	Salary	£22,000 (pro rata to £13.2k for 0.6 FTE)
Location	Central London	Holiday allowance	25 days per year, plus bank holidays (pro-rated per full-time equivalent)

PROCESS

Please send your CV and cover letter explaining your suitability for the job to jobs@twin.org.uk and indicating the job title in the subject by 9:00 am on 14th Aug 2018.