



Finance Coordinator

Salary: up R\$ 6,000 per month

Location: São Paulo

Closing Date: 30/11/2018

The Role

Financial coordinator is a professional who helps in executing the general administrative and clerical duties. Financial coordinator responsibilities comprise maintaining the financial records, balancing the books, identifying the discrepancies, providing resolution, generating reports, etc, by following the instructions given by the Financial Manager. Thus, his responsibilities are mostly of administrative and supportive type that would help in the achievement of the goals and objectives designed by the organization.

- Assist the finance manager in managing, processing and troubleshooting various accounts and transactions.
- helps facilitating purchases with suppliers and for travel purpose for programs, communications and resources needs
- Perform routine calculations to produce analyses and reports as requested by the finance manager
- Follow up on invoices and it taxes
- Reviewing invoices, entering invoices into system, generating reports and printing checks
- Prepare accounts payable (suppliers and employees expenses) at the internet bank
- Petty cash management
- Verify monthly credit card reports against merchant and receipts reporting to the finance manager
- Reconcile any discrepancies or errors identified by conversing with employees
- Report any troubling discoveries or suspicion of wrongdoing to the financial manager
- Adhere to the organization's financial policies and procedures
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- Review and post account payable ledger entries, manage invoices, to prepare and review account receivable, and other balance reconciliation
- Assist in tracking the journal entries by reviewing the source documentation and making relevant adjustments, assisting in the preparation of audit requirements,
- Provide support in budget preparation and drafting of relevant documents, perform miscellaneous filing, ad hoc reconciliation, etc.
- Ensure timely completion of the assigned financial tasks that are in accordance with the outlined policies and procedures
- Other duties on an as-needed

Skills and Experience

Essential

- A financial coordinator must demonstrate a strong initiative, should be self confident, and motivate others. He/she should possess excellent planning, time management, and organization skills. He/she should have an eye for details, ability to identify discrepancies, and should be

able to provide appropriate solutions. He/she should be an excellent team player with multi tasking ability.

Qualifications

- Bachelor's degree in Business Administration and Management, Finance, preferably Qualified Accountant. This is not an Accounting role.
- Must have at least of 4-5 years of professional experience
- Strong problem-solving skills, accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Must have a strong work ethic and be able to maintain confidentiality
- Organized, detailed oriented and a self stater
- Comfortable working in a fast-paced environment
- Strong proficiency in Microsoft Office – excellence Excel skills
- Fluent in English (spoken and written)

Join us in this exciting role and help us move the world to protect animals!

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 **recrutamento@worldanimalprotection.org.br**

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.

As well as competitive employee benefits 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.

We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals' lives for the better. Today we're working on projects to end animal suffering by helping governments and communities to protect and care for their animals.