

## Accounts Payable Clerk

Location: London

Permanent

Salary: Circa £26,000 per annum

Closing date: Midnight 21<sup>st</sup> February 2019

Interviewing from: 6<sup>th</sup> March 2019



### Accounts Payable Clerk – The Role

Part of a small friendly team you will be responsible for the accurate and timely processing of our supplier invoices and processing staff expense claims.

This will involve accurately following procedures, dealing with internal and external customer enquiries promptly and managing the expectations of peers and line managers to ensure tight deadlines are met.

You will gain valuable experience ensuring invoices are processed, executing daily and month end tasks and completing reconciliations. Important will be the ability to make sure systems are updated and work is completed accurately and on time. You will also support annual audit activity when needed.

### Accounts Payable Clerk – Requirements

- Currently studying towards accountancy qualifications
- Proficient user of accounting packages
- Experience carrying out supplier's statements and expenses reconciliations
- High levels of numeracy and the ability to work with Excel
- Good data entry skills and an eye for detail
- Pro-active and flexible attitude with strong time management and organisational abilities.
- Commitment to delivering good service for internal and external customers and excellent communications when dealing with non-finance stakeholders

Join us and help 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, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to [recruitment@worldanimalprotection.org](mailto: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.

### **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.**

### **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.

## Job Description

### Accounts Payable Clerk (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: Accounts Payable Clerk

Location: INT/London office

Reports to: Financial Accountant (FA)

\*Technical/Professional Accountability to:  
None

Repantees: None

\*Technical/Professional Reports:  
None

Budget holder: No

Global/Local<sup>1</sup>:  
Global - International

#### Main Purpose of the role

Working in a small friendly team you will be responsible for the accurate and timely processing of our supplier invoices and processing staff expense claims. Dealing with both internal and external customer enquiries and manage the expectations of both your peers and line manager to ensure tight deadlines are met.

#### Accountabilities

- Ensure all invoices are processed efficiently and correctly for the International and UK office
- Perform daily and month end tasks in line with existing processes and within agreed finance deadlines
- Ensure that expenses are processed and reconciliations are done in line with internal deadlines

The role holder will comply with the organisation's policies and procedures.

### **Duties and Responsibilities**

- Process supplier invoices (in line with UK and International requirements) and review and ensure coding is accurate
- Ensure these are paid within agreed terms and conditions
- Process staff expenses' claims and credit card statements in a timely manner
- Ensure invoice and expense approvals are in line with the Delegation of Authority policy and guidelines
- Chase up on invoices or expenses that require approval
- Maintain the accounts payable inbox and ensure any queries are dealt with promptly
- Perform regular reconciliation of supplier statements and ensure any differences are resolved promptly
- Process cheques received and other daily banking transactions
- Maintain petty cash tins (GBP, EUR, USD)
- Provide training on how to use Concur (expense claim system) and assist with any queries raised
- Assist with month end closing process
- Support the FP&A function with queries on specific transactions
- Assist with external audit requests
- Carry out any other ad hoc tasks as required by the FA, Global Head of Finance 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 (Purchase Ledger)
- Strong experience carrying out suppliers statement and expenses reconciliations
- Strong experience in resolving matters with external suppliers
- Strong time management and organisational skills for planning own work and meeting deadlines
- Basic double entry knowledge
- Basic knowledge of Excel
- Interest in animal welfare
- Interest in working within an international charity

### *Qualifications*

Currently studying towards accountancy qualifications.

### *Desirable*

- Practical purchase ledger experience in a multi-currency, international organisation,
- Experience of working with Microsoft Navision (finance system)

**Last reviewed/updated:** 02 August 2018

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\*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.

!A **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.