

Position: Book Keeper

Location: UK / Germany /France /Spain / Mexico

Job Purpose and Background: SBTi is looking for a Bookkeeper to help with our new entity's financial processes. A Bookkeeper helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. This position will be responsible for creating and registering invoices, generating financial reports, and working with day-to-day financial operations.

About the SBTi

The Science Based Targets Initiative (SBTi) is a corporate climate action organization that enables companies and financial institutions worldwide to play their part in combating the climate crisis.

We develop standards, tools, and guidance that allow companies to set greenhouse gas (GHG) emissions reduction targets in line with what is needed to keep global heating below catastrophic levels and reach net zero by 2050 at the latest.

The SBTi is incorporated as a charity, with a subsidiary that will host our target validation services. Our partners are CDP, the United Nations Global Compact, the We Mean Business Coalition, the World Resources Institute (WRI), and the World Wide Fund for Nature (WWF).

Key responsibilities include:

- Creating and processing invoices on the sales ledger
- Processing expenses
- Credit control and aged debt reporting
- Banking, credit card, and cash flow reporting
- Bank reconciliations
- Transactional processing (accounts payable &receivable)
- Assist month-end process, including prepayments, accruals, and journals
- Preparation of VAT returns,
- Assist corporation tax returns
- Prepare audit file

Essential skills and experience needed:

- Previous experience in finance

- Experience with accounting/financial software
- Intermediate MS Excel skills
- Strong attention to detail and good analytical skills
- Additional certification (AAT, or CCFP qualified accountant) is advantageous
- Ability to work flexibly with staff in various time zones

- Starting as soon as possible for the ongoing transition project

- Full-time commitment

Please apply here: <https://forms.gle/Zv7ePdhDn4WiYN997>

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