

Position: Finance Associate

Location: UK

Job Purpose and Background: SBTi is looking for a Finance Associate to help with our new entity's financial processes. A Finance Associate 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
- Transactional processing (accounts payable & receivable)
- Assist month-end process, including prepayments, accruals, and journals
- Prepare administrative forms for customers, to enable payments
- Assist with supplier analysis and record supplier information and contracts

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

This is a full-time role based in the UK. Strong candidates in other countries are welcome to contact the recruiter to determine if their candidacy can be considered.

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.

If you are interested, please apply [here](#).

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.

Science Based Targets Initiative is a registered charity in England and Wales (1205768) and a limited company registered in England and Wales (14960097). Registered address: First Floor, 10 Queen Street Place, London, England, EC4R 1BE. SBTi Services Limited is a limited company registered in England and Wales (15181058). Registered address: First Floor, 10 Queen Street Place, London, England, EC4R 1BE. SBTi Services Limited is a wholly owned subsidiary of Science Based Targets Initiative. © SBTi 2024