



## **Position: Finance Officer**

### **Location : UK**

**Job Purpose and Background:** SBTi is looking for an Accountant to help with our new entity financial processes. An Accountant helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. This position will be responsible for creating financial reports, reconciling bank statements, and ensuring financial records are accurate throughout the year.

### **About the SBTi**

The Science Based Targets initiative (SBTi) is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies across the world to halve emissions before 2030 and achieve net-zero emissions before 2050.

The initiative is a collaboration between the United Nations Global Compact, World Resources Institute (WRI), and the World Wide Fund for Nature (WWF), and one of the We Mean Business Coalition commitments. The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets. For more information please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org)

### **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)
- Bank reconciliations
- Assist month end process, including prepayments, accruals and journals
- Assist with preparation of VAT returns, corporation tax returns

### **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

**What we offer:**

- Starting as soon as possible for ongoing transition project
- Full-time commitment