



TURQUOISE MOUNTAIN

Job Description and Person Profile

Finance Assistant

Background

Turquoise Mountain is a British charity that was founded in 2006. We believe artisanal heritage matters and has the power to transform lives. We support artisans to thrive and to revitalise traditions in regions of the world where artisanal heritage is endangered, and to connect people through heritage.

Turquoise Mountain is a fast-growing organisation with offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant, and with over 400 international and local staff members worldwide. We combine a cultural heritage focus with a wide scope of activities; we support artisans to thrive and to revitalize their traditions by any means necessary, and to connect people across the world through heritage. The places where we work are complex and sometimes affected by conflict.



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Job Description	
Job Title	Finance Assistant (part-time, fixed-term)
Department	Central Finance Team
Job Purpose Summary	The Finance Assistant will work as part of the charity finance team to help ensure the integrity of financial records. The Finance Assistant ensures the correct processing and recording of the charity's financial transactions for the UK.
Key Responsibilities and Accountabilities	
Core Responsibilities <ul style="list-style-type: none">- Record in QuickBooks all USD and GBP bank, MoneyCorp and PayPal entries- Reconcile all USD and GBP bank accounts, MoneyCorp account and PayPal account on a monthly basis- Review supplier invoices and expense claims, collate supporting documents, obtain appropriate authorisations, enter into QuickBooks and set up bank payments for UK suppliers and staff- Set up multi-currency payments for other countries and ensure country creditors ledgers are kept up-to-date- Responsible for maintaining the UK debtors and creditors ledgers- Record in QuickBooks corporate credit card transactions with supporting documents and appropriate authorisations secured- Reconcile specified balance sheet accounts on a monthly basis (mostly but not limited to bank, Funds In Transit, debtors and creditors)- Assist with preparing audit schedules (mostly but not limited to schedules relating to bank, Funds In Transit, debtors and creditors)- Any other tasks as required <p>This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.</p>	

Person Profile	
Job Title	Finance Assistant
Professional approach: <p>Constructive and collegiate style that contributes to team harmony and builds community.</p> <p>Comfortable taking a business partnering approach that encourages collaboration.</p>	
Personal attributes: <p>Must be comfortable with 100% remote working, and able to self-motivate and actively seek assistance where needed</p>	



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Must be willing to work Mondays as part of an agreed part-time schedule

Specific job skills and experience:

Essential

- Significant bookkeeping experience with excellent understanding of double entry
- Considerable experience of using QuickBooks
- Understanding of multi-currency accounting
- Methodical approach with outstanding attention to detail and high levels of accuracy
- Excellent oral and written communication skills
- Good organisational skills, flexible and able to work remotely

Desirable

- Understanding of charity finance regulations and practices preferable

Skills and abilities:

- Ability to work on own initiative, manage and organise own workload and meet deadlines
- Cross-cultural understanding and ability to work across dispersed teams
- Excellent organisational skills and attention to detail, flexible and able to work remotely and independently
- Outstanding IT including experience of Excel, QuickBooks and MS Office suite

This role is based in the UK, with existing UK Right to Work required, and is offered as a part-time (0.4 FTE / 15 hours per week) position for an initial fixed-term period of 6 months (with the possibility that this will be extended). Remuneration is circa £30,000 per year (pro rata to £12,000) per annum, depending on experience.

For more information, please contact vacancy@turquoisemountain.org to request the full job description.

To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile. Please combine your cover letter and CV as one pdf document.

Please submit your application by no later than 21st September.