



FINANCE APPRENTICE

Basis: Full-time paid position

Location: Finsbury Park, London, UK

Salary: £6.50 Per Hour (Apprentice Rate)

Start date: Tuesday 3rd July 2018

Reporting to: Finance & Program Support Officer

Direct Reports: None

Closing Date: Friday 15th June 2018

Outline

This is an exciting opportunity to join the team at Teach A Man to Fish; an education and entrepreneurship international development charity based in the UK.

We are looking for a proactive and driven apprentice who can support with our financial systems, bookkeeping and administration. The ideal candidate will have a high attention to detail and be eager to learn new skills in a fast paced working environment.

About Teach A Man To Fish

At Teach A Man To Fish our mission is to address global youth unemployment and poverty by supporting schools to set up educational and profitable school businesses which provide real-life hands-on training and experience for students. This empowers student entrepreneurs with critical workplace, entrepreneurship, life skills and mindsets so that they can leave school with the competencies to get a good job or run their own successful business.

We are a small organisation with big reach - since 2006 we have brought our pioneering School Business Model to more than 100 countries, reaching over 100,000 beneficiaries and supporting them to reach their full potential in work and in life.

Main responsibilities:

Finance Apprentice role has three core areas of responsibility as listed below:

1) Supporting international financial processes

- Preparing documentation for international payments
- Overseeing our pre-paid international payment card platform
- Ensuring signatory processes are followed
- Generating invoices and following up debts for our technical assistance services
- Checking country team monthly financial reports
- Liaising with international teams in Uganda, Rwanda and Central America on transfer requests and reporting requirements
- Managing the office international foreign petty cash
- Printing and filing relevant paperwork

2) Bookkeeping

- Using Quickbooks to input income & expenditure for all accounts
- Working with our financial consultant to problem solve and reconcile Quickbooks accounts



- Inputting project budgets and ensuring class codes are up to date

3) Office finances & Admin

- Managing international staff timesheets
- Managing petty cash distribution and cash-flow
- Lead on communications with travel agents and travel insurance providers
- Liaising with UK office suppliers and manage office stationery supplies

Person Specification

The successful applicant will have the following qualifications, skills and experience:

Essential

- Right to live and work in the UK (no applications will be processed from applicants without this right)
- Qualified to AAT Level 2 or above
- Working level of the English language
- Solutions-orientated with a demonstrated ability to proactively identify and solve problems
- Excellent administration skills
- I.T. proficient – confident user of Microsoft packages
- Organised approach with keen attention to detail
- Proven experience of being able to manage multiple tasks simultaneously with high quality results
- Positive can-do attitude and a team-player
- Demonstrated interest in international development and education

Desirable

- Experience in using bookkeeping software, particularly Quickbooks
- Experience living or working in a developing country
- French or Spanish language skills – intermediate or above
- Experience of working or volunteering in a small, fast-paced office environment

Application Procedure

Please send a CV and a covering letter (max 2 pages) to josiah@teachamantofish.org.uk detailing why you are interested in this role and how your relevant experience and skills match this person specification.