

RECRUITMENT NOTICE

Date: 31/10/2022



FINANCE OFFICER

POSITION DESCRIPTION

LOCATION: This position is home-based in the UK.

SALARY: Competitive depending on experience.

STARTING DATE: January 2023

CLOSING DATE FOR VACANCY: 15 November 2022

About WSAS

Water Stewardship Assurance Services (WSAS) is the mission-driven assurance provider for the Alliance for Water Stewardship (AWS) System. WSAS is a wholly owned subsidiary of AWS.

We provide audit and certification services worldwide in pursuit of the AWS Mission “to ignite and nurture global and local leadership in credible water stewardship that recognizes and secures the social, cultural, environmental and economic value of freshwater”. We contribute to this mission by providing robust assurance against the AWS International Water Stewardship Standard (AWS Standard).

WSAS is seeking an experienced professional to join our Finance team as Finance officer to support us in delivering this mission.

About AWS

AWS is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. AWS’s members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of the AWS Standard, which drives, recognises and rewards good water stewardship.

The AWS Standard

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context.

The Standard is intended to drive social, environmental and economic benefits at the scale of a catchment. It achieves this by engaging water-using sites in understanding and addressing shared catchment water challenges as well as site water risks and opportunities.

Implementation of the Standard encourages collaborative approaches that involve business and industry, government and community as well as civil society organizations.

About the role

As a Finance Officer you will be supporting the Finance Team in all aspects related to the finance functions for WSAS. In this role you will be responsible for supporting daily operations, which include, but are not limited to: Handling expenses claims, making payments, billing and invoicing, collection and following up on outstanding accounts receivables, cashflow management, VAT filing, Withholding tax enquiries, ensuring timely delivery of financial reports, handling full set of books, maintenance of journals and recoding transactions, and assistance with annual audit and annual budget.

This role will involve the liaison with banks, auditors and WSAS team members.

You will support the Chief Finance Officer to work together with the WSAS team to deliver timely and accurate financial reports and analysis to support business development and decision making.

Effective working relationships with colleagues, auditors, clients and other stakeholders will be crucial for this role.

Who you are and what you'll do

You're an experienced professional in accounting and Xero to support daily operations and financial reporting

- You have a minimum of 2 years' experience in financial experience to support daily operations, reporting and analysis.
- You have the experience working with Xero.
- Solid knowledge of financial and accounting concepts and procedures
- Excellent analytical and numerical skills

You're a collaborator

- You are naturally collaborative and comfortable working across multiple time zones with diverse clients, auditors and other stakeholders.

- You will recognize the high level of interdependencies across our program of work and promote coordination and mutual support across the team.

You're passionate about global sustainability issues

- You have an enthusiasm for social and environmental issues that is demonstrated through knowledge and experience, ideally with a substantial knowledge of water issues. You have a desire to see positive social and environmental impacts from committed enterprises and understand and relate to different cultures and their developmental challenges.
- You will inject this passion into your work and contribute to the promoting a culture of learning, sharing and support in AWS.

What you'll need to succeed

- A minimum of 2 years' experience in financial reporting.
- Proven work experience as a Finance Officer or similar role
- Accounting degree or part ACCA qualification and/or equivalent
- Strong communication skills both spoken and written
- Excellent time management and organisational skills
- An ability to follow a structured process to ensure compliance but able to work on own initiative to resolve queries promptly and accurately, adding value to existing processes as appropriate
- Fluency in written and spoken English

TO APPLY

If you think you might be right for this job, and this job might be right for you, please send an email marked "VACANCY: FINANCE OFFICER" to gail@watersas.org. Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the person specification.
- Your current CV with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.

Closing date for applications is 15th November 2022.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.