



Finance Assistant

Package:	Up to £27,000 pro rata, depending on experience 25 days annual leave (excluding bank holidays); 6% employer pension contribution
Term:	Fixed term for 6 months, may be extended
Working Hours:	2 days a week, 9am to 5pm with 1 hour lunch
Location:	Chancery Lane, Central London (currently working from home)
Start date:	As soon as possible

This is an exciting opportunity for an experienced Finance Assistant to work for an award-winning mission-led organisation, assisting the Finance Manager with accounting and finance-related activities.

Established in 2004, Zaytoun is the UK's leading brand of fairly traded Palestinian fine foods. Products include the world's first Fairtrade olive oil, za'atar, maftoul, freekeh, almonds and Medjoul dates.

Zaytoun was founded to support Palestinian farmers through fair trade. In addition to the economic opportunity, we market a tree planting programme, conduct tours to visit Palestine, and a Fairtrade Fortnight producer tour, all of which aim to connect producers to consumers, and celebrate Palestine's rich cultural and culinary heritage while raising awareness of the hardships faced by farming communities living under occupation. 100% of our profits are reinvested into furthering this mission.

As of 31st December 2019, our turnover was just shy of £1.5 million. Our small team of 3 full time and 3 part time staff works closely together on a collaborative basis and the company is governed by a board of directors.

Recent awards for Zaytoun

- 2019 Winner – Arabian Business London Award – Community Award
- 2016 Winner - Fairtrade International Award for Global Trader
- 2015 Winner - Social Enterprise UK Award for International Impact

Recent awards for Zaytoun products

- 2018 Winner - Great Taste Award for Jericho's Finest range of Medjoul dates
- 2017 Winner - Great Taste Award for freekeh
- 2017 Winner - Great Taste Award for organic maftoul
- 2017 Finalist - Soil Association's Best of Organic Market (BOOM) award for olive oil
- 2016 Finalist - Soil Association's Best of Organic Market (BOOM) award for olive oil
- 2016 Winner - Ethical Consumer Best Buy for Zaytoun organic olive oil
- 2014 Runner up - Fairtrade Foundation Award for Nation's Favourite product for Fairtrade olive oil



Role responsibilities

This role has been created to assist the Finance Manager in managing day-to-day accounting tasks. The company currently uses QuickBooks Premier (Desktop) as its accountancy package.

- Day to day bookkeeping, bank reconciliation, petty cash, managing purchase ledger, supplier payments, debtor chasing
- Managing daily accounts, payroll, staff expenses.
- Cost of sales, credit control, stock control and reconciliation, VAT returns.
- Assisting with cashflow, budgeting, forecasting and preparation of month-end & year-end accounts and quarterly management accounts
- Assisting the finance manager in identifying and migrating to a cloud-based accounting and CRM
- Other bookkeeping and ad-hoc duties
- Helping prepare reports as required for MD and board & assisting other team members as needed
- Liaising with business partners in Palestine and financial institutions in the UK and potentially overseas.
- Keeping abreast of requirements and changes in financial regulations and legislation.

The tasks listed above are a rough outline of the responsibilities; we work in a small team within a dynamic environment and require our team members to be flexible and willing to get stuck into any task that may arise.

Requirements

- At least 3 years' experience of working as an accounting assistant, preferably in a retail business
- Knowledge of bookkeeping procedures
- Proficiency in using accounting software such as QuickBooks
- IT literacy and excellent knowledge of Excel
- Good communication skills
- Adaptability and flexibility
- Problem-solving skills

Of further advantage would be:

- An Accounting qualification
- Experience in a retail environment
- Commitment to the Palestinian cause and fair trade

To apply

Please apply by sending a CV and covering letter outlining why you would be suitable for this position to mahsheed@zaytoun.org by 15th July. If face to face interviews are not possible by that time, they will take place over Zoom before the end of July.