

# FINANCE AND EXECUTIVE ASSISTANT

## JOB SPECIFICATION AND APPLICATION DETAILS



### Summary

Keystone is a registered charity that helps other social change organisations to be more effective by harnessing feedback from the people they seek to serve. We work with organizations including Oxfam International, DFID, CARE International, Ashoka, Comic Relief, and others. To learn more about us, visit our website: [www.KeystoneAccountability.org](http://www.KeystoneAccountability.org).

We are looking for a Finance and Office Assistant to join our close-knit team. The role will include providing a range of financial and administrative support to our team in London and our consultants working around the world; and personal assistant support to the Chief Executive.

### Here are some of the things you might do:

- Assist the Finance Manager in creating financial documents and reports on a regular basis
- Create, send, and follow up on invoices
- Collect and enter data into various financial systems
- Collect information for and prepare payroll payments for employees
- Answer questions and provide assistance to colleagues, clients, and others as needed
- Order office supplies and obtain quotes for ad hoc business expenditure as required
- Liaise with external suppliers of e.g. rent, rates, telephone, internet, websites
- Organise and maintain an internal filing structures, including physical filing systems
- Personal assistant support to the Chief Executive
- Ad hoc support to the Keystone team as required.

### Who we are looking for

We have no formal education requirements. If you can do and grow with the job, that is all that matters. However, you will need to be:

- Fluent in English; other languages are beneficial
- Proficient in Microsoft Office (Word, Powerpoint, Excel)
- A fast learner and flexible worker with a “can-do” attitude
- Available to work full-time in our office based in west London.

The ideal candidate would also have some or all of the following:

- In-work experience in a similar role, including financial and personal assistant responsibilities
- An academic qualification or training in an accountancy-related subject
- Experience of working within the non-profit sector
- Experience of using web-based communication platforms to work in a remote team.

Applicants must have the right to live and work in the UK.

### Other important information

**Interviews:** 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> July in London.

**Start-date:** The position is available immediately and includes a 3-month probationary period.

**Salary:** £24,000 - £28,000 depending on experience.

**Benefits:** 25 days' annual leave, plus bank holidays and the Christmas period. Workplace pension.

### How to apply

Send a CV and cover letter, explaining why you are interested in the post and what you think you will bring, to [hr@keystoneaccountability.org](mailto:hr@keystoneaccountability.org).