

## Accounts Administrator

Full/Part Time job available at growing ESG consultancy firm, Earth Active.

As Earth Active grows, the business seeks to strengthen its operational and commercial team. We are looking to hire an Accounts Administrator. The role will include assisting the Operational Manager in processing all accounts payable and receivable, ensuring they are paid in good time and in line with business systems and procedures. This includes taking a key role in the account management process, ensuring accurate account processing and record keeping, whilst also supporting the overall payments and cashflow management of the business.

Further responsibilities will include working closely with the Operational Manager to provide monthly business and project data for analysis and presentation to the leadership team by the Operational Manager. This will predominately be centred around the management of key commercial data across the business's exciting breadth of international environmental and social governance consultancy projects. The role will also extend to other operational management activities such as client due diligence and business administration.

Any candidate should expect to be involved in a fast-paced and fast-growing consultancy and be expected to take on more ownership and increased responsibility within the role as it develops and grows with the company. Additionally, for those seeking to develop their accountancy skills and career, the role will provide you access to senior accountancy professionals who have worked in finance departments for blue chip companies.

We take a flexible approach to staffing and welcome applications from people at any stage of their career.

### Roles and Responsibilities

- To manage and process purchase orders, invoices, and expenses claims on behalf of the business, including, support with the set up of payments to suppliers of the business
- Assisting the Operational Manager and Commercial Manager in managing the companies' accounts inbox, communicating with staff, clients and suppliers
- Storing monthly commercial and project performance data in an organised manner. Further developing and maintaining these databases, data systems and reports to ensure data is consistent and easily analysed. Supporting the accurate recording of business spend and modelling of cashflow projections
- Processing of project management and CMS platform data including data filtering, statistical analysis, and report creation, all aiming to improve and automate data processing from primary and secondary sources allowing analysis to improve business performance

- Using statistical tools to identify, analyse, and interpret patterns and trends in data sets that could be helpful for diagnosis and prediction
- Assisting in preparing reports to highlight trends, patterns, and predictions using relevant data to provide support to the business's professional services team as directed by the Operational Manager (for example, commercial data on their project)
- To support the wider operational and commercial team with business administration issues, such as liaising with clients and suppliers to complete due diligence at the start of a contract or relationship. Tasks include but are not limited to document management, contractual documentation and issuing contractual correspondence

### Key experience

- Work experience in business administration and/or data processing or analysis, preferably supported by a relevant degree
- Adept at queries, writing reports, and making presentations
- Experience with project management system development and administration, including reporting on business/project performance from exported system data
- Strong mathematical skills to help collect, measure, organise data
- High levels of attention to detail
- Previous administrative experience working in a busy customer-focused environment
- Practical understanding of basic business financial procedures
- High level of digital literacy with a working knowledge of Microsoft applications, especially Excel
- Ability to deal with a variety of people in a professional and assured manner with tact and sensitivity. Supported by excellent written and oral communication skills with a good standard of English language
- Experience of handling a diverse range of tasks, whilst remaining proactive, methodical and flexible
- Good understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles
- A team player who is happy to work to support colleagues with tasks that the business demands of them

### Beneficial experience

- Strong interest in the environmental and social governance consultancy
- Previous experience working for a consultancy
- Accountancy experience or knowledge, including experience with accountancy software
- Knowledge of programming languages like SQL, Oracle, R, MATLAB, and Python

## Why Earth Active?

- There are many benefits to working for Earth Active, including competitive salaries, pension scheme cover, sick leave allowance, and enhanced compassionate leave
- Flexible benefits, such as the MediCash Scheme (help to support with covering payments of medical expenses), Cycle to Work scheme
- We offer flexible working arrangements, including homeworking and Flexible Fridays, allowing staff to finish work at lunchtime on a Friday for a well-deserved long weekend
- We support up to one relevant professional membership per year by covering the annual membership fees
- We pride ourselves on our fast-paced, dynamic, and supportive culture, with a beautiful workspace and many opportunities to socialise
- We have fostered a small, close-knit team dynamic, and ensure that everyone feels welcome and a part of the team
- We offer the chance to work on career boosting projects happening worldwide, where new skills can be learnt along the way
- We provide great opportunities to do complex and engaging work, enhancing your skills, and working with internationally recognised clients

Please submit your CV and cover letter explaining why you are suited to this role to: [enquiries@earth-active.com](mailto:enquiries@earth-active.com)

Our goal is to be a diverse workforce that is representative, at all job levels, of the clients and communities we serve globally. We do not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, or any other basis covered by law. All employment is decided on the basis of qualifications, merit, and business need.

