**Accounts Assistant**

Purpose of the Role

# The purpose of the role is to support the day-to-day running of our company accounts and cash flow to help manage the smooth running of this aspect of our business.

# Key roles and responsibilities:

* Dealing with sales invoices and purchase invoices according to required timelines.
* Processes expenses and credit card bills
* Managing bank reconciliations and cash flow,
* Finance admin and following TBC processes
* Liaising with suppliers
* Assisting with our project budgeting and accounting system (training provided)
* VAT returns
* Month end support

Essential experience and attributes:

* Minimum 2 years’ experience in a similar role
* Ability to represent TBC professionally at all times
* Excellent organisational skills and Microsoft office skills, SharePoint and Teams
* Communication skills
* Flexible approach, resilient in a fast-paced environment
* A great team player and autonomous, where necessary

Desirable:

* Relevant book keeping AAT qualification.
* Experience of remote working
* SME experience

Additional Responsibilities

* Adhere to stated Company policies and procedures (including health and safety) as provided by senior management.
* Engage in Continuous Professional Development (CPD) by participating in educational opportunities; reading/writing professional publications; maintaining personal networks; participating in professional organisations, delivering presentations at seminars and conferences.
* You may also be required to undertake any additional task as required by senior management which are in line the level of your job and requirements of the business.

About us

The Biodiversity Consultancy works with business and finance to integrate nature into sustainability strategy and practice. Since 2006 we have guided clients across sectors and around the world to respond to biodiversity- and nature-related risk and create new ways of working which deliver business value and safeguard our natural environment.

Our team are purpose-driven biodiversity and sustainability experts, trusted by household names, financial institutions, governments, and leading NGOs to deliver strategic guidance and deep technical expertise. From single sites to global systems, we equip our clients with the knowledge, capacity, and tools to create meaningful change and achieve their nature-related goals.

We place a high value on the experience and expertise of our staff and strive to create the conditions for individuals to grow and flourish in a stimulating, collaborative and flexible culture. Personal development is important to us and as such we offer a comprehensive, tailored induction and ongoing in-house and external training opportunities.

At heart we are committed conservationists, who believe we can make more of an impact by working with business. We invest in the environmental leaders of the future through our internship programme and donate 12.5% of our profits to environmental causes chosen by staff. More can be found about our work and our team at [www.thebiodiversityconsultancy.com](http://www.thebiodiversityconsultancy.com).

**Role Holder Signature of Acceptance**

**Signed: Date:**