



## Zaytoun Finance Assistant

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- Part time, 3 days per week
- Term: 6 months fixed term (with possibility to extend)
- Salary: £15-17K per annum (depending on qualifications)  
Pro-rata salary based on £26-£28K full-time equivalent
- Holiday entitlement: 20 days (including bank holidays)  
Pro-rata holiday entitlement based on 25 days annual leave plus 8 bank holidays for full-time employees)
- Working hours: 9am to 5pm with flexible start and finish times
- Location: Chancery Lane, London – 2 days in office minimum.
- Start date: as soon as possible

### About Zaytoun

Established in 2004, Zaytoun is a social enterprise and the UK's leading brand of ethically sourced Palestinian products. As a Community Interest Company we are driven by our mission to grow the market for Palestinian produce in order to support farming in Palestine as a sustainable source of livelihood and resilience for the producing communities.

Our Palestinian range includes the world's first Fairtrade olive oil, za'atar, Medjoul dates from Jericho as well as almonds and grains. In addition to the food products, we have recently launched a skin care range. We know many of the farmers and suppliers that we work with in Palestine personally, and are regularly in touch.

Zaytoun has grown steadily over the years and our small team of 6 staff members works closely together on a collaborative basis. The company is governed by a board made up of executive and non-executive directors.

Discover more about Zaytoun on [zaytoun.uk](https://zaytoun.uk) | [Instagram](#) | [Facebook](#) | [Twitter](#)

## About the role

This role is responsible for accurately processing invoices, customer billings, and payments for the company while ensuring accurate accounting for costs and revenue.

Reporting to the Finance Manager, you'll contribute to maintaining smooth financial operations, collaborating with the wider team to support the business. You'll be part of a small, committed, and friendly bunch, who are driven by the company's mission.

## Key responsibilities

Processing suppliers' invoices, managing accounts payable ("AP") records by ensuring costs/VAT accounted for correctly and settling invoices. Liaising with suppliers to resolve discrepancies or issues related to invoices and ensure proper documentation and approvals. Duties will include:

- Monitoring of accounts inbox
- Reconciling customer accounts receivable and ensuring timely payment
- Processing employee expense claims and credit cards in line with company policy
- Updating accounting records relating to banking and performing regular bank account reconciliations using the Xero accounting system
- Updating accounting records relating to stock and performing regular account reconciliations to Unleashed system. Resolving with other team members any stock discrepancies
- Supporting reporting of sales performance
- Processing and reconciling PayPal/Stripe transactions
- Managing petty cash transactions
- Preparing & submitting VAT returns
- Assisting with monthly, quarterly and year-end reporting including journal preparation (accruals, pre-payments, depreciation, etc)
- Supporting monthly reconciliation of balance sheet accounts
- Supporting preparation for audits and submission of reports to certifying organisations
- Assisting with budgeting and forecasting

### **Qualifications & skills**

- A minimum of one year work experience within a similar role
- Proficiency in MS Excel
- Willingness to learn new processes/systems
- Strong attention to detail
- Enjoys variety in their day-to-day tasks/duties
- Strong Interpersonal skills
- Flexible team player
- Excellent administrative/organisational skills
- Fluent English (both spoken and written)
- Interest in finance/accounting e.g. studying for AAT/CIMA.

### **Desirable but not essential:**

- Previous experience of Xero accounting system or similar accounting software

To apply please send a cover letter and CV to Donal Guerin [donal@zaytoun.uk](mailto:donal@zaytoun.uk) by **20<sup>th</sup> October 2024**.

**APPLICANTS MUST BE RESIDENT AND ELIGIBLE TO WORK IN THE UNITED KINGDOM.**