



### **Intern – General Administration (Full-time, Fixed-term)**

**Location:** Chancery Lane, London – mainly office-based

**Contract:** Fixed term.

**Starting:** As soon as possible to **31 March 2026**

**Salary:** £13.85 per hour (London Living Wage)

**Hours:** Full-time, Monday–Friday

**Reports to:** Finance & Operations teams

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### **About Zaytoun**

Zaytoun is a UK social enterprise established in 2004 to support the resilience of Palestinian communities through fair trade.

Our range includes award-winning olive oil, Medjoul dates, za'atar, grains, and a skin care range. We're a small, collaborative team who care about Palestine, good food, and justice.

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### **The role**

We're looking for a motivated intern to join our team and provide support across **finance, order processing, and general administration**.

This is a great opportunity if you're organised, numerate, and keen to learn how finance and operations run inside a small social enterprise. You'll gain hands-on experience in everything from processing invoices to helping customers and keeping stock records up to date.

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### **What you'll do**

#### **Order processing & customer service**

- Enter and check customer orders, ensuring they are processed accurately
- Liaise with our warehouse on stock availability and deliveries
- Respond to routine customer enquiries by phone and email

#### **Finance support** (training provided)

- Process supplier invoices and match them with purchase orders
- Record transactions and file supporting documents
- Assist with bank reconciliations and logging payments
- Help reconcile stock and sales records using Xero and Unleashed

- Update tracking sheets (sales, Trees for Life, POS)
- Support the Finance Manager with ad hoc tasks (reports, audit prep, VAT submissions)

### General administration

- Maintain databases and spreadsheets
- Organise mail-outs, parcels, and courier bookings
- Provide admin support for events and other projects as needed

*This list is indicative, not exhaustive - we're a small team and everyone helps where needed.*

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### What you'll bring

- Interest in **finance/accounting** (maybe studying or considering AAT/CIMA, but not essential)
- Strong **numeracy and accuracy**; comfortable with spreadsheets
- **IT literacy** (Excel/Google Sheets, Outlook, data entry)
- **Organised and methodical**; able to follow processes
- **Excellent communication skills** (phone and written)
- **Proactive and adaptable**, with a willingness to learn
- Enthusiasm for **Palestine, fair trade, and our mission**

### Nice to have (not required):

- Previous experience with Xero or another accounting system
  - Any admin, retail, or customer service background
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### What you'll get

- Paid, full-time fixed-term internship through the peak season
  - Practical experience in finance and operations within a small, mission-led business
  - Training in systems like Xero and Unleashed
  - A supportive, friendly workplace where your work makes a visible impact
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### How to apply

Please send your **CV** and a short **cover note** (why this role, why Zaytoun, and earliest start date) to [jobs@zaytoun.uk](mailto:jobs@zaytoun.uk) with the subject line **Intern – General Administration**.

We will review applications on a rolling basis and may close early if we find the right person.

**Eligibility:** Applicants must be resident in, and have the right to work in, the UK.

**Equal opportunities:** Zaytoun is an equal opportunities employer. We welcome applications from all backgrounds and experiences.