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**WE TRACK WEAPONS**

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**PURCHASE LEDGER ASSISTANT**

**JOB REFERENCE |PL\_CAR\_2023**

**CONFLICT ARMAMENT RESEARCH**

CAR is the world’s only organisation to specialise exclusively in tracking supplies of weapons, ammunition, and related materiel into conflict-affected areas.

CAR deploys mobile field investigation teams alongside national defence and security forces to armed conflict areas from Mali in West Africa to Afghanistan in Asia, and virtually everywhere in between. There they recover unique, traceable information from weapons, ammunition, and related materiel and use this information to investigate supplies flowing to terrorist and insurgent forces—providing governments and law enforcement bodies with the information required to combat future supplies.

CAR is a dynamic organisation, which places a premium on methodological and technological innovation. Since its creation in 2011, it has expanded operations to cover more than 30 conflict-affected states worldwide and employs nearly 40 full-time staff and contractors.

Although a private company, CAR straddles the for- and not-for profit sectors, providing services to long-term grant funders, such as the European Union, in addition to supplying critical data to governments and other entities on a commercial basis. This mixture of funding sources makes CAR resilient to fluctuations in donor demand; notably by providing it with core budgets and research and development funds that are not traditionally enjoyed by non-profit, grant-funded organisations. CAR has continuously diversified its funding sources, year-on-year, since 2011.

**THE FINANCE UNIT**

CAR’s Finance Unit sits within the Compliance Division and is composed of the Director of Finance, the Finance and Business Development Manager, and Support Officer. The Finance Unit is responsible for the organisation’s complete spectrum of financial activities, from petty cash payments to donor reporting and auditing.

**THE OPPORTUNITY**

Are you looking for an exciting opportunity to develop your career within a rewarding, exciting and very niche work environment?

CAR is looking for a Purchase Ledger Assistant to join the central pillar of this unique and exciting organisation. You’ll be responsible for the accurate and timely maintenance of, and assistance with, the CAR purchase ledger and accounts payable duties within CAR. This is a remote working role but highly collaborative, and you will be in regular contact with CAR staff and consultants, as well as our suppliers and donors both within the UK and internationally.

Whilst you’ll be willing to take on the general duties required of anyone working in a small finance team, as with all roles in CAR, you will have a degree of autonomy, and will be expected to ‘grow with the organisation’.

**TERMS AND CONDITIONS**

**LOCATION |** UK-based remote working with occasional national and international business travel.

**STARTING DATE|** July 2023

**SALARY |** Circa £27000 pa

**PROBATION PERIOD |** Three months.

**CONTRACT TYPE |**Permanent.

**ANNUAL LEAVE ENTITLEMENT |** 30 days per year (Jan to Dec) in addition to all public/bank holidays plus a two-week paid closedown period over Christmas and New Year.

**HOURS |**The standard working week is 40 hours.

**JOB DESCRIPTION**

**JOB TITLE | Purchase Ledger** **Assistant**

**REPORTING TO |**Finance and Business Development Manager

**KEY RELATIONSHIPS |** Finance and Compliance team, all CAR staff and directors, suppliers, customers, donors, banks and auditors.

**PURPOSE OF THE ROLE**

The purpose of this role is the timely and accurate maintenance of, and assistance with, the CAR Purchase ledger and accounts payable duties within Finance.

**KEY DUTIES AND RESPONSIBILITIES**

* Maintaining CAR’s paper and electronic financial accounting systems in a timely and accurate manner.
* Ensuring all staff expenses and invoices received are checked, verified, and completed on systems as per Finance requirements.
* Reconciling supplier, bank, and other control accounts monthly.
* Matching purchase orders and goods received notes.
* Collating and reviewing all employee reimbursements, ensuring that they are in line with CAR’s expenses as per relevant SOPS.
* Logging, maintaining, filing invoices and processing on Xero accounting system.
* Investigating purchase ledger queries and proactively seek resolution, referring to Finance and Business Development Manager when necessary.
* Liaising with suppliers.
* Assisting with payments.
* Maintaining the accuracy of Purchase ledger documents/ invoices and supplier details.
* Assisting with queries and reports data accuracy.
* Posting and monitoring petty cash.
* Supporting the Finance and Business Development Manager as required.
* Supporting the Finance unit to ensure all files (including project files) are maintained in accordance with audit requirements and that project claims are submitted on a timely basis.
* Supporting the Finance and Compliance unit to ensure that CAR’s assets are protected through maintaining CAR’s fixed asset database and ensuring the proper implementation, or enhancement, of financial policies and procedures.
* Supporting the Finance and Compliance unit to oversee CAR’s procurement rules and processes.
* Committing to personal, professional and skills development.

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | Demonstrable experience of working in a similar role | Experience of working in a similar sized organisation |
|  | Experience of working in a busy professional environment and managing varied and sometimes conflicting workstreams | Experience of working with grant-funded and for-profit organisations |
| **Knowledge & qualifications** | Basic accountancy qualifications or equivalent knowledge gained through work experience | Knowledge of international and institutional donors, especially EU, UK and US donors |
| **Skills** | Good verbal and written communication skills | Intermediate level Microsoft Excel user |
|  | High level of accuracy and attention to detail | Familiarity with the use of Mac laptop |
|  | Ability to work in a team environment with a diverse range of people from differing cultural backgrounds |  |
|  | Competent Microsoft Office user |  |
|  | Competent in the use of Xero (preferable) or other major accounting software systems |  |
| Behavioural attributes | Ability to work fully remotely to high standards and with self-discipline, with minimal supervision |  |
|  | Effectively manage key individual tasks and responsibilities |  |
|  | Willingness to undertake occasional travel, including internationally |  |
|  | Trustworthy with an understanding of confidentiality |  |
|  | Understanding of, and commitment to, diversity issues |  |

**HOW TO APPLY**

Applications, consisting of

- a covering letter explaining why you are applying for the position and relating your experience and skills to the role

- a full CV

- contact details for two referees (who will not be approached without your permission)

should be submitted electronically to [recruitment@conflictarm.com](mailto:recruitment@conflictarm.com).

Please mark your application ‘Purchase Ledger Assistant, reference ‘PL\_CAR\_2023’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is 23:59 BST, Sunday 4th June 2023.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

**APPLICANTS WITH DISABILITIES**

Conflict Armament Research encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jacqueline Cox, Head of Human Resources at cox@conflictarmament.com.

Conflict Armament Research values diversity and is committed to equality of opportunity.

**EQUALITY, DIVERSITY, AND INCLUSIVITY**.

At Conflict Armament Research we believe that diversity and inclusion is critical to our success as a global organisation. As such, we aim to recruit, develop, and retain the most talented people from a diverse candidate pool.

Our goal is to be a diverse workforce that is representative at all job levels. We are committed to creating an environment of mutual respect; one where equal employment opportunities are available to applicants and teammates of all backgrounds and protected characteristics.