

GREENPEACE

ACCOUNTS OFFICER

Post number: F5

Greenpeace stands for positive change through action: the courage, independence and global reach to defend nature and promote peace.

RECRUITMENT
PACK



INFORMATION FOR APPLICANTS FOR THE POST OF ACCOUNTS OFFICER

Greenpeace is an international non-profit global campaigning organisation that uses non-violent, creative confrontation to expose global environmental problems and their causes. We research the solutions and alternatives to help provide a path for a green and peaceful future.

Greenpeace's goal is to ensure the ability of the earth to nurture life in all its diversity.

Greenpeace organises public campaigns

- for the protection of oceans and ancient forest,
- for the phasing-out of fossil fuels and the promotion of renewable energies in order to stop climate change
- for the elimination of toxic chemicals
- against the release of genetically modified organisms into nature
- for nuclear disarmament and an end to nuclear contamination.

Greenpeace does not solicit or accept funding from governments, corporations or political parties. Greenpeace neither seeks nor accepts donations which could compromise its independence, aims, objectives or integrity. Greenpeace relies on the voluntary donations of individual supporters, and on grant-support from foundations.

Greenpeace is committed to the principles of non-violence, political independence and internationalism. In exposing threats to the environment and in working to find solutions, Greenpeace has no permanent allies or enemies.

Greenpeace UK employs approximately 100 people at its offices in Canonbury Villas. They are employed in various capacities dealing with direct campaigns, media, marketing, supporter subscriptions, administration, finance, HR and others. The Greenpeace office has been purpose-designed and aims to provide the best possible working conditions on an environmentally sound basis. There is also a kitchen on site where organic vegetarian/vegan lunches are prepared daily.

Greenpeace currently has approximately 200,000 supporters in the UK and is entirely funded by supporter subscriptions and donations from the general public. Greenpeace does not solicit corporate or government funds as a matter of policy and operates as a limited company in the UK.

THE FINANCE DEPARTMENT

Greenpeace has a small finance department of five people, including the Finance Director. We work as a team to manage all the finances for Greenpeace in the UK, including processing income; making payments to staff and suppliers; and managing the budgets for the organisation.

THE POST OF ACCOUNTS OFFICER

The Accounts Officer will be responsible for maintaining our accounting records, processing income, and managing our payroll. They work alongside two other staff, reporting to the Finance Manager

WHO WE ARE LOOKING FOR

We are looking for someone who is used to working in a similar role, with a range of skills – including using a computerised accounting package; running payroll; and handling cash. You'll need to be organised and accurate, with an eye for detail, and support for the aims and beliefs of Greenpeace. The role is currently 37.5 hours per week although we will consider someone working a 30 hour week in this role.

You will find further requirements listed in the person specification.

COMPLETION OF THE APPLICATION FORM

Guidance on how to complete the application form is attached. **Please make full use of the advice given here as it is in your interest to complete the form in the way we require.** If you do not do so, you are unlikely to be shortlisted.

CVs will not be considered.

EQUAL OPPORTUNITIES

Greenpeace is an equal opportunities employer. Applicants should note that our recruitment procedures are carried out in accordance with equal opportunities principles and selection is based on how well applicants meet the objective criteria, which are stated as the requirements for the job. We welcome applications from individuals regardless of race, gender, disability, social background, age, marital status or sexual orientation.

WHAT HAPPENS NEXT

Please return your completed application form by 31st March 2008 We regret that we are unable to acknowledge receipt of the form but should you wish to confirm that your application has been received by us, please telephone the HR Department on 020 7865 8207

As we receive a large number of applications for our advertised vacancies we are unable to respond to those applicants who have not been shortlisted and we apologise for this in advance. If you do not hear from us within a week of the closing date please assume that you have not been shortlisted. **Interviews will be held on Thursday 10th April 2008.**

We look forward to receiving your completed application form.

ASYLUM AND IMMIGRATION ACT

If you are invited to attend an interview, you will be required to confirm your eligibility to work in the U.K. You will need to produce one of the following **original** documents at the interview.

- ✓ P45; Pay Slip, P60
- ✓ British Passport
- ✓ A Passport from the Commonwealth which has an embossed sticker indicating the right to live and work in the United Kingdom. (Please note that not all commonwealth citizens have the right to work in the UK).
- ✓ A Passport/Identity Card from a European Union/Economic Area. The list of the countries that this cover is:

Austria	Belgium	Czech Republic	Denmark
Estonia	Finland	France	Germany
Greece	Hungary	Iceland	Ireland
Italy	Latvia	Liechtenstein	Lithuania
Luxembourg	Malta	Netherlands	Norway
Poland	Portugal	Slovakia	Slovenia
Spain	Sweden		

(Please note that nationals from the following new member states; Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic who are successful in being offered employment, are required to apply to register with the Home Office under the new 'Worker Registration Scheme' as soon as they start work).

- ✓ A Swiss passport
- ✓ A Certificate of Registration or Naturalisation.
- ✓ An Original Birth Certificate.

- ✓ A letter from the Home Office confirming your right to UK residency and work.
- ✓ A United Kingdom Residence Permit.
- ✓ A Work Permit. If this is time limited, then your contract of employment with Greenpeace would also need to be time limited.

CONDITIONS OF EMPLOYMENT

(a) PAY

The post of Accounts Officer is graded on Greenpeace Grade 2 and the salary scale based on working full time is as follows:

Point	Salary per annum
7	26,136
8	26,976
9	27,828
10	28,692
11	29,604
12	30,540

The commencing salary will be on point 7, £26,136 per annum. Increments are awarded each January subject to satisfactory service and at least six months in post/grade. Any relevant cost of living increases are normally applied, subject to Board approval, in January each year. Salaries are paid mid-monthly via bank credit transfer.

(b) WORKING HOURS

The working week is currently 37½ hours (although we will consider someone working 30 hours per week). However, there will be occasions when these hours are exceeded and unsocial hours working may be required. Overtime is not paid. Time off in lieu can be negotiated with your line manager. Times of work can be flexible and are negotiated with your line manager.

(c) LEAVE

Annual leave is 25 days per year plus one additional day for every full year of employment up to a maximum of 7 additional days.

We also offer generous parental and special leave.

(d) PENSION SCHEME

Greenpeace offers a company pension scheme which employees can enter as soon as the administrative details have been completed. Greenpeace contributes 8% of salary, provided employees contribute at least 3%.

(e) PROBATIONARY PERIOD

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory report you will be transferred to the established staff.

(f) RELOCATION EXPENSES

Greenpeace offers assistance towards relocation expenses in certain cases. If you think you might require such assistance you should raise this with the HR unit if you are offered the position.

(g) LOANS

Greenpeace offers an interest free season ticket loan. Loans can also be obtained for the purchase of a bicycle to be used for travel to and from work.

(h) LIFE ASSURANCE & INCOME PROTECTION

Greenpeace offers two insurance schemes covering serious incapacity and death incurred during employment.

Further details about these benefits will be provided if appointed.

(l) TRADE UNION MEMBERSHIP

Greenpeace recognises the Transport and General Workers Union. The Union has sole consultation rights within Greenpeace for terms and conditions of employment and other matters concerning staff. Greenpeace encourages all employees to join the union.

(i) FLEXIBLE WORKING

Greenpeace will consider applications for flexible working arrangements. For further information please ask the Human Resources department for the policy.

Greenpeace will enable as many jobs to open to job sharing as is operationally practicable.

(j) LEARNING AND DEVELOPMENT

Greenpeace is committed to the learning and development of all staff members. Training needs are highlighted through the annual appraisal scheme and development needs are continuously reviewed. As part of this we offer a combination of in house and external training opportunities throughout the year.

Greenpeace also offers study leave for courses related to your work and assistance is available for relevant further education qualifications. For further information on learning and development opportunities please speak to the Human Resources Team.

(k) CHILDCARE VOUCHERS

Greenpeace provides childcare vouchers as part of a salary sacrifice scheme to eligible employees offering tax and National Insurance savings on monthly salaries. Full details will be provided on request if appointed.

(k) POLITICAL REPRESENTATION

Greenpeace is a non-party political organisation and it is important for its future that this should remain the case. It is, therefore, a condition of employment that employees shall not normally stand for any official position within a political party.

JOB DESCRIPTION

POST: Accounts Officer

UNIT: Finance

GRADE: 2

POST NO: F5

RESPONSIBLE TO: Finance Manager

LINE MANAGEMENT

RESPONSIBILITY FOR: None.

OVERALL PURPOSE OF JOB:

To maintain Greenpeace's accounting records; process income and payroll; and working with other Finance staff control Greenpeace's financial assets under the direction of the Finance Manager.

MAIN AREAS OF RESPONSIBILITY

The list below is designed to give an indication of areas of work that the post holder could be assigned to work on at any one time. Sole responsibility will not be assumed of all these duties, but they will be shared within the finance team as delegated by the Finance Manager.

1 Accounting

- (a) Ensure Greenpeace accounting records are maintained to an appropriately high standard and that they comply with Greenpeace policy, with statute and with generally accepted accounting practice.
- (b) Ensure that Greenpeace maintains proper records for the purpose of accounting for Value Added Tax, Payroll Taxes (including P.A.Y.E. and National Insurance deductions) and any other statutory obligations. With the Finance Manager, prepare the various returns required by law to be submitted to regulatory authorities from time to time.
- (c) Assist in the preparation of the statutory annual accounts and annual returns for Greenpeace. Liaise with the auditors in conjunction with the Accounts Manager as appropriate.
- (d) Reconcile payments recorded on the accounts package with bank statements to maintain the integrity of our accounts records and to check that bankings are made correctly. Liaise with other finance staff to ensure that income and payments under their control are correctly recorded and processed. Undertake weekly bank reconciliations.

- (e) Reconcile balance sheet accounts on a monthly basis.
- (f) Record cash flows for payments made, payments cleared and income cleared on a daily basis. Determine cash available for payments, and for cash flow planning purposes. Update records with formal bank reconciliation figures each week.
- (g) Maintain accounts with other Greenpeace offices. Manage reconciliations, payments and receipts from other Greenpeace offices.
- (h) Work closely with the Reporting Officer to prepare accurate accounts on a regular basis. Prepare data for management review on an ad hoc basis as requested.
- (i) Work with the other Finance staff to ensure that all payments are processed efficiently, and controlled according to Greenpeace authorisation policies and procedures.
- (j) Provide an effective and efficient accounting service for the Greenpeace Environmental Trust, meeting the additional regulatory requirements. With the Finance Manager, assist with providing accounting services to other affiliated entities where necessary.

2 Income Processing

- (a) Ensure that all receipts are controlled according to Greenpeace procedures and policies. Review procedures and policies to ensure these are of the highest standard. Be responsible for the timely banking of all income.
- (b) Manage the process of invoicing customers and others (including invoicing for the photo library, merchandise catalogue, and licensing agreements). Monitor and control transactions managed on our behalf by our merchandise partner; ensure that necessary records and accounts are kept.
- (c) Manage electronic income collection systems for direct debit and credit card donations. Process direct debit claims and credit card claims, reporting on failures as necessary.
- (d) Reconcile income processed by fulfilment houses on behalf of Greenpeace.

3 Payroll

- (a) Ensure that staff are paid at their agreed intervals in accordance with instructions from HR. Ensure that the correct deductions / retentions are made. Make any ad hoc adjustments or payments as requested from time to time.

- (b) Keep payroll records up to date. Update individual records as advised by HR; update individual pension details; input hours for hourly paid staff; update revised tax and national insurance contribution details.
- (c) Process weekly and monthly payroll runs, making deductions for salary advances as appropriate. Process payment through autopay or cheque/cash. Arrange for pay slips to be passed to staff.
- (d) Process related tax, NI, pension and other payroll-related payments.
- (e) Post salary costs to accounts, maintaining the database of allocation to costs centres and reconcile payments to accounts.
- (f) Reconcile pension payments with the pension company monthly.
- (g) With the Finance Manager, take responsibility for the financial monitoring and control of the Greenpeace pension scheme. In addition to functions within payroll relating to specific payments, liaise with the Pensions Adviser and HR to ensure that pension records are up to date and accurate. Inform staff of their pension rights.
- (h) In conjunction with HR, keep up to date with changes in payroll and related regulation and practice. Advise staff (within finance and generally within the organisation) of payroll-related issues as appropriate, and make recommendations for improvements wherever possible.

4 Control of Assets

- (a) Ensure that purchases for fixed assets are correctly identified and coded. Ensure that a fixed asset register is maintained, logging invoices against specific items of equipment, record details of costs, purchase date, likely life and identification details.
- (b) With the Finance Manager, liaise with Greenpeace's insurance broker to ensure that Greenpeace has appropriate insurance cover. Ensure (with other managers as necessary) that Greenpeace meets the terms and conditions of insurance policies. Ensure that day to day paperwork for people abroad; cover for equipment abroad, vehicle insurance, claims etc. are processed.
- (c) With the Finance Manager, liaise with Greenpeace's bankers to ensure Greenpeace receives a high quality service which meets Greenpeace's requirements. Ensure that business is conducted in a co-operative and constructive manner. Manage the day-to-day relationship with the bank. Keep abreast of developments in the banking area to ensure that Greenpeace is prepared for changes and is well placed to take advantage of beneficial opportunities.

5 General responsibilities

- (a) Participate fully in the work of the Finance Unit. Assist other finance staff when possible. Seek the assistance of other finance staff when necessary.
- (b) Assist in providing cover when other members of Finance staff are absent or under pressure, in particular by dealing with external enquiries (by phone or in writing) and processing payments.
- (c) Monitor working methods; design and implement any necessary changes, in consultation with the Finance Manager.
- (d) Liaise with counterparts in other Greenpeace offices and other UK NGOs as appropriate to share and promote best practice
- (e) Take personal responsibility for the security of data, money, and of items within the department. Maintaining confidentiality as appropriate. Raise any concerns about any aspect of finances or financial control with the Finance Manager, director, or the Executive Director as appropriate.
- (f) Keep up to date with all Greenpeace activities, both to ensure that the Finance Department gives high quality support to all areas of Greenpeace and to participate in wider Greenpeace activities as appropriate.
- (g) Undertake any other duties appropriate to the post delegated by the Finance Manager.

PERSON SPECIFICATION

Job Title: Accounts Officer

Unit: Finance

Grade: 2

Listed below are the requirements needed to undertake this job. Selection of candidates will be based on the extent to which these requirements are met.

Skills & Abilities

- Good numeracy, accuracy, and attention to detail, in order to maintain our accounting records to a high standard.
- Ability to organise the flow of work through the department, and maintain effective systems.
- Ability to prioritise and meet timetabled deadlines.
- Good working knowledge of Excel.
- Positive approach to supportive team work.

Experience

- 2 to 3 years experience in a similar role.
- Experience of using computerised accounting systems.
- Experience of preparing accounts to trial balance, including bank reconciliations.
- Experience of running or managing payroll.
- Experience of maintaining and developing administrative systems.
- Experience of invoicing and/or income processing would be an advantage, but is not essential.

Qualifications

- An accountancy qualification or part-qualification would be an advantage, but is not essential. (Greenpeace is willing to support training).

Personal qualities

- Demonstrate support for the aims and beliefs of Greenpeace.
- Commitment to continuing training and development.
- Reliability.
- Trustworthiness.
- Ability to maintain confidentiality.
- Support for equal opportunities.

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

Applicants with disabilities and special needs

If you have a disability, which you would like us to take into account, please tell us about this on the application form. Please let us know if we can help and remember that you can request information in large print or in a different format.

Notes to all applicants

- Notes for applicants are supplied with all application forms and contain information about Greenpeace, the job vacancy and the person required. You should read these carefully to make sure that the job and conditions are suitable.
- It is our intention to appoint the best candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, we need all applicants to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and which are regarded as essential to the job.
- Your application should provide us with as much relevant information as possible. The application form will provide the only information we have about you. Please complete all sections of the form. It may be helpful to do a rough draft first.
- Section 4 of the form asks for relevant training and qualifications. We do **not** need a full account of your education here but please mention qualifications and/or training which are necessary or **relevant** (if any) to the job for which you have applied.
- **Section 6, Additional Information, is the most important part of the form** and should be used to tell us how you think you meet the selection criteria listed on the person specification. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job. To make it easier for shortlisters, please use headings relating to the requirements detailed in the person specification and demonstrate how you meet them. If you fail to do this, you are unlikely to be shortlisted.
- Curricula Vitae (CVs) will **NOT** be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the selection criteria.
- Completing the equal opportunities monitoring slip helps us to monitor the effectiveness of our Equal Opportunities Policy. The information is detached from the form before shortlisting and kept confidentially within the HR Department.
- Make sure you send the form to the correct address, marked for the attention of the HR Department and ensure that your form arrives **before** the closing date.



EQUAL OPPORTUNITIES POLICY

Greenpeace Ltd recognises that there are disadvantaged groups in our society and aims to provide equality of opportunity in employment to its employees and applicants for employment regardless of sex, marital status, disability, race, colour, nationality, religion, ethnic or national origins, social background, age, sexual orientation or any other characteristic unrelated to the performance of the job.

All reasonably practicable steps will be taken to ensure that problems relating to access or equipment do not debar disabled applicants from employment.

RECRUITMENT

Selection will be in accordance with objective, job-related criteria and the appointed applicant will be chosen on her/his merits and abilities. Greenpeace will endeavour to ensure that employees responsible for staff selection do not discriminate unfairly.

HR POLICIES AND PROCEDURES

Guidance is given to staff on the implications of the equal opportunities policy and, in particular, to those involved in the management of other staff.

The interpretation and application of all conditions of employment are intended to ensure that they are consistent with equal opportunity principles. Policies and procedures are reviewed and updated as necessary to improve, amend or adapt current practices to promote equality of opportunity.

MONITORING

Relevant data is collected to enable the operation of this policy to be monitored. HR details provided by employees or applicants for jobs in order that the operation of the policy may be monitored is kept confidentially and is not used for any other purpose.

HARASSMENT

It is recognised that harassment is a form of discrimination. Harassment is defined as any action that is found objectionable and offensive and threatens an employee's job security or creates an intimidating working environment. Any employee who experiences sexual, racial or any other kind of harassment is encouraged to use the grievance procedure.

ORGANISATIONAL RESPONSIBILITIES

The Executive Director has overall responsibility for implementing and monitoring the effectiveness of this policy. Supervisory staff are under a special obligation to promote equality of opportunity in their own areas of responsibility. All employees have a duty under the terms of this policy not to discriminate unfairly against or harass colleagues or job applicants nor to encourage other members of staff to do so. Unfair discrimination or harassment by an employee will result in disciplinary action, including summary dismissal, where appropriate.

COMPLAINTS

Any applicant who feels that s/he has been unfairly discriminated against during the recruitment process is invited to write to the Executive Director with details. Complaints will be fully investigated. This does not affect the right to complain to an Employment Tribunal in any way.

The Commission for Racial Equality, Equal Opportunities Commission and the Disability Rights Commission are available to give advice, information and assistance in employment matters relating to equal opportunities.