Finance Assistant Job Specification

Who we are…

The Gaia Foundation is a small, international organisation with experience accompanying partners, communities and movements around the world to revive and protect bio-cultural diversity. We take a holistic approach to regenerate healthy ecosystems and strengthen community self-governance. Both are critical as we face the grave reality of climate chaos, biodiversity collapse and social injustice.

For over 35 years, Gaia has been at the forefront of struggles to defend and nurture Mother Earth alongside her best custodians- Indigenous Peoples and local communities.

Together with our partners from the Atlantic to the Arctic, Africa to the Amazon, we are reweaving the basket of life, revalorising the knowledge systems that enhance it, and restoring a respectful relationship with the Earth.

To learn more about us please visit gaiafoundation.org

Who you are…

Like us, you are motivated by a sense of purpose and care deeply for the wellbeing of our planet and the web of life, including humans. You share Gaia’s values: teamwork, kindness/ care, honesty, reciprocity and mutual respect. You believe in doing what’s right with care—not just what’s easy—and are committed to working together towards a common goal – willing to step in when necessary, beyond the call of duty.

If you care about making a difference and contributing to a supportive, values-led culture of care, we’d love to hear from you.

**Our Job Opportunity**

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| Job Title: | **Finance Assistant** |
| Reporting Line: | **Head of Finance** |
| Summary of post: | **To support the Head of Finance & HR and Gaia’s wider team by providing high-standard bookkeeping support, budget assistance and other ad hoc finance tasks.** |
| Hours of work: | **20- Monday-Thursday (with an hour of unpaid lunch break)** |
| Location: | **Home-based remote working** |

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| Duties and Key Responsibilities in the role: |
| * Perform day-to-day bookkeeping duties and ensure timely and accurate data entry in accounting system (Sage Line 50) * Prepare weekly payment runs and ensure payments are accurate, authorised and recorded * Manage and reconcile credit card transactions and receipts * Support the audit process by preparing accurate financial records and providing supporting documents * File and maintain digital financial documents in accordance with retention policies * Support adherence to finance policies and data accuracy * Assisting with the sales ledger process, including the production of invoices, raising manual invoices/credit notes as and when necessary, dealing with queries, monitoring the sales ledger and chasing debts as necessary. * Perform monthly reconciliation of bank accounts. * Complete all routine tasks in a timely manner to enable appropriate monitoring and reporting. * Undertake such other duties as may be reasonably required, consistent with the nature of the post. * Support the wider team with finance related queries e.g. payment of invoices or expenses   Candidate profile:  **Essential**   * A genuine interest in Gaia’s work, with a passion for nature, people and justice, which is reflected in your interests and the way in which you approach life. * Proven experience in a similar finance assistant/bookkeeping role * Proficiency with accounting software (ideally Sage 50), including general ledger, supplier and bank modules * Strong MS Excel, Word, and Outlook skills * Experience in purchase and sales ledger management * Experience preparing payment runs and managing account reconciliations * Comfortable working independently and to deadlines in a remote setting * Excellent interpersonal skills with the ability to build caring relationships with colleagues at all levels and from different cultures * Flexibility and willingness to step in when additional support is needed * Enthusiastic, motivated, working with a high level of accuracy * Strong organisational and time-management skills * Ability to manage multiple tasks and prioritise effectively   **Desirable**   * Experience working in the charity or not-for-profit sector * Knowledge of fund accounting and Gift Aid   This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary. |

To apply, please send us your CV (maximum 2 A4 sides)and a covering letter (maximum 1 side of A4). Your cover letter should include:

1. Why would you like to work at Gaia as a Finance Assistant?
2. How your skills match the requirements of the role

Application closing date: 24 September 2025

Interview dates: **Actively interviewing**- scheduling interviews as they come in.

Contact address: recruitment@gaianet.org

**DECLARATION**

In applying for a role at Gaia you confirm that the information you provide is true and accurate, and in particular you have not omitted any fact which may have a bearing on your application. You understand that any subsequent contract of employment with the Gaia Foundation will be made on the basis of the information you have provided. Furthermore, you understand that a false declaration, which results in your appointment to the Gaia Foundation, will render you liable to dismissal without notice.

**PRIVACY NOTICE:**

As part of any recruitment process, Gaia collects and processes personal data relating to job applicants. Gaia is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Gaia collects a range of information about you through the application forms and CVs. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, Gaia may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time. Please note that your information may be shared internally for the purposes of the recruitment exercise.

We will not share your data with third parties, unless your application is successful, and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We take security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

If your application for employment is unsuccessful, Gaia will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for

consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper-based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.