



## **We invite you to join Team Belu**

Belu is a fast growing social enterprise with a purpose that makes all of us at Team Belu think differently about the way we work.

Started in the UK in 2007, Belu began with a simple idea – that there was a better way to do business. We could do more than make money, we could help solve some of the world's problems too. We're on a mission to change the way the world sees water and we give 100% of our net profits to WaterAid. Check out our latest impact report to see what we mean.

We're on the hunt for a finance assistant to join our team. If you love the hospitality industry, food and beverage businesses, sustainable and regenerative living then you'll love the day-to-day buzz of work at Belu.

We are a small, high-performing team. We make the most of technology to stay connected and deliver a best-in-class service for our customers. To reach our global growth and impact goals we welcome new ideas, networks and 'ways of thinking, creating and doing'.

We offer a comprehensive work benefits package to support an equitable, diverse and inclusive culture. We are a flexible, hybrid-working team. We have an office in Borough Yards (London Bridge) where we are surrounded by our customers.

This role is London based but there is no mandated use of the office. We take a pragmatic and open approach to getting things done and understand individual preference of working style.

The closing date for applications is **Friday 16<sup>th</sup> Feb**. Applications made before this date will be read and calls set-up, we're keen to get conversations started.

If you are interested in making a difference in a sustainability-focused commercial business with a clear purpose, then we invite you to join us.

Nat and Charlotte  
Co-CEOs, BELU

## Finance Assistant

- **Full time or part time role**
- **Salary: £30,000 plus performance related annual bonus, benefits + study package**
- **Location: London**

We are looking for an enthusiastic, highly organised and detail orientated assistant to join our Finance team. The successful candidate will play a crucial role in ensuring the smooth running of the finance department.

### You will be responsible for:

- Assisting with the preparation of financial statements, reports and analysis, ensuring accuracy and compliance with local tax and accounting regulations.
- Balance Sheet reconciliations.
- Prepayments and accruals.
- Updating and maintaining financial records, including invoices, expenses, and payments including reconciliation of bank accounts.
- Communicating with other departments to ensure financial information is accurate and up-to-date. Including;
  - Purchase Ledger postings and Sales Ledger reconciliations – preparing and issuing invoices to customers, adjusting invoices where necessary, raising credit notes and managing and actioning the credit control inbox.
  - Processing of supplier payments.
  - Credit control – producing the weekly debtor reports, answer queries internally and externally and managing overdue invoices.
- Answer and resolve queries (either phone, e-mail or written) from suppliers & customers as required.
- Assisting with annual audits
- Supporting the finance team with month-end and year-end processes.
- Performing ad-hoc financial analysis and reporting as required.

### Behaviours and experience we're looking for:

- Minimum of 3 years' experience within a similar role
- Proficiency in Microsoft Excel and Xero accounting software.
- High numerical and analytical skills.
- Excellent attention to detail.
- Well-organised with strong attention to detail and time management skills.
- Good communication skills both written and verbal and the ability to establish and maintain effective working relationships.
- Aligned with our DNA, <https://belu.org/the-dna-of-belu/>

### How to apply:

There are two parts to the application -

1. **Your CV**
2. **A covering letter, explaining why you would like the role and why you think you're right for it.**

**Deadline: Friday 16<sup>th</sup> February 2024.**

Please email your application to [recruitment@belu.org](mailto:recruitment@belu.org)