

Contractor's brief:

Finance and operations service provider

Project details:

Client: World green building council (WorldGBC)

Title: Finance and operations service provider

Engagement: 16 to 24 hours per week (Flexible to business need)

Location: Remote

Fees: determined based on the scope of services provided and individual expertise.

Length of contract: one year with the possibility of extension

About the client:

The world green building council (WorldGBC) is a leading global network driving sustainable and decarbonised built environments. Working with 75+ green building councils and industry partners worldwide, the organisation aims to address carbon emissions, promote resilient and healthy spaces, and achieve regenerative infrastructure.

Project description:

The finance and operations service provider will support WorldGBC's financial and administrative functions, collaborating with the finance and operations managers. This role involves managing daily financial tasks, navigating international accounting regulations, and ensuring smooth operations within a global team.

Scope of work:

- Financial tasks include general accounting, accounts receivable/payable, month-end/year-end closing, and preparation of financial reports.
- Manage accounts payable process, invoicing, wire transfers, and vendor payments.
- Update salesforce data and manage membership dues.
- Contribute to internal financial policies and procedures.
- Maintain digital records, collaborate on process improvements, and resolve operational issues.
- Assist in generating reports and summaries for management decision-making.

Client criteria:

- Up to two years in finance and operations, with a preference for global exposure.
- Proficiency in salesforce and Microsoft excel to efficiently manage client data and financial records.
- Capacity to adapt quickly to new tasks and environments, ensuring seamless service delivery independently and collaboratively.
- Meticulous attention to detail, adept prioritisation skills, and a track record of meeting client deadlines.
- Strong interpersonal skills and problem-solving abilities to effectively address client inquiries and resolve issues.
- Genuine interest in supporting WorldGBC's mission and participating in its initiatives.

Ideal service provider:

- Possesses strategic thinking skills with a focus on achieving client objectives.
- Demonstrates enthusiasm for learning and creative problem-solving to address client needs effectively.
- Builds strong relationships and collaborates with the client's team to deliver optimal solutions.
- Capable of developing and implementing work plans efficiently to meet client requirements.
- Assumes responsibility for managing and fulfilling tax obligations independently.

Engagement process:

Please visit our website to learn more about our organisation and please complete this form <https://forms.gle/vCuNStjyhWQrMioX6>