

Job Description

Job title	Finance Officer – Accounts Payable	Location	London, UK
Department	Corporate Services	Length of contract	Permanent
Role type	Global	Job level	Analyst
Travel involved	None	Safeguarding level	TBC
Reporting to	Manager: Finance Manager	Direct reports	N/A

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).



What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and making a real difference.

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Department background

The Finance team is within Corporate Services department, which is responsible for all finance, legal, HR and operations within the Clean Air Fund. The finance team is made up of the Head of Finance, Finance business partners (x3), Finance Managers (2x), India and Finance Manager, and two finance officers.

Job purpose

This role is vital in helping to support the smooth running of the finance function of the organisation.

We are seeking a detail-oriented and proactive Accounts Payable Officer to join our finance team. The ideal candidate will assist with all aspects of accounts payable, ensuring timely and accurate processing of invoices, staff expenses, and grant payments, while maintaining strong relationships with other departments. Experience with the Sage Intacct accounting system is preferred but not essential.

Key working relationships

This role reports to the Finance Manager. It will work closely with the wider Finance team, offer support to the whole of the organisation



Key accountabilities

- Process and verify invoices and expenses for accuracy and completeness.
- Resolve any invoice discrepancies in a timely manner.
- Maintain accurate records of all accounts payable transactions.
- Reconcile supplier invoices from the accounting system Sage and the grant management and expenses system.
- Assist with the organisation's credit card expenses, review, and import into the accounting system.
- Assist in month-end closing and financial reporting, including bank reconciliations
- Support with payment runs through HSBC and Xe global payments
- Collaborate with other departments to ensure proper coding and approval of expenses.
- Support the Finance team with ad-hoc financial tasks.

Person Specification

Essential

- Minimum of 2 years of experience in accounts payable or a similar role.
- Strong understanding of accounting principles and accounts payable processes.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word).
- Excellent organisational and time management skills.
- Strong attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

Desirable

- Previous experience of working with Sage Intacct
- Experience of working within a funding or grant making organisation
- Experience of working with SMEs

Further information

This is a full-time position; flexible hours would be considered to accommodate individual needs.

The role is based in London with some office working required.