



## **ACCOUNTING OFFICER**

An opportunity to use your accounting and finance skills whilst learning more about the worldwide conservation movement and joining the vibrant team of volunteers and staff at the International National Trusts Organisation (INTO).

The INTO Accounting Officer will be responsible for maintaining financial records including but not limited to Accounts Receivable, Accounts Payable, Bank reconciliations and preparing monthly financial statements.

This is a volunteer position within the INTO Secretariat team, reporting to the Secretary-General. The position will be supervised by the INTO Treasurer.

Applicants should have a professional background in accounting and financial recordkeeping.

A commitment of approximately 2 days per month is required. This position would suit someone happy to work from home with occasional visits to the National Trust offices in Swindon or London.

### **Contact details:**

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