

# CFA Administration & Finance Coordinator

- Cool Farm Alliance – Role Description

## Background

The Cool Farm Alliance (CFA) is a not-for-profit member organisation that owns and operates the Cool Farm Tool (CFT), which is used to measure on-farm environmental sustainability. Usage of the CFT and membership of the CFA has grown rapidly, to become the leading global software for measuring farm sustainability.

We are now looking for an Administration & Finance Coordinator to support the activities of the Alliance and to lead the development and maintenance of the CFA management processes. Candidate must be comfortable working with a dynamic, multi-stakeholder membership organization and in an international virtual context.

The CFA has grown rapidly over the last few years, and we are now at a point where we need to strengthen our process governance and administration. This role is key to establishing those processes and leading the general administration of the CFA. Reporting to the CFA General Manager, this role will lead the day-to-day financial coordination as well as administration of CFA activity, which will involve working closely with the various CFA Committees, Secretariat staff and the broader CFA membership and partners.

## The role

- **CFA Administration, Procedures and Policies**
  - Provide administration support to the CFA Secretariat in the running of the Alliance, and support key management meetings (Executive Meetings, and others to be agreed).
  - Establish and maintain CFA document control processes, on-line document libraries and collaboration platforms.
  - Establish and maintain a CFA management system, working with CFA staff, contractors and committees to ensure CFA practices and processes are documented and communicated to ensure efficient running of the Alliance.
- **CFA Finance administration**
  - Provide CFA finance administration.
  - Routine management of the Xero accounting platform.
  - Ensure timely processing and payment of invoicing (authorize payments up to authorization threshold).
  - Work closely with CFA accountants to ensure timely issue of CFA membership renewables and project invoicing. Including pro-active closure of outstanding invoices.
  - Work closely with the accountants to ensure timely preparation of annual returns to Company's House.
  - Manage the accounts and renewals of CFA contracted services & platforms, such as insurance renewal, digital platforms (Confluence, Microsoft, Wordpress etc),
- **Support user, members and prospective members**

- Work closely with the CFA Member and Communications Manager in the provision of support and communications to our members and users.
- Provide key administrative support to the CFA engagement activities. This includes, but not limited to, webinars, workshops and the Annual Conference.

## **KNOWLEDGE, EXPERIENCE & CAPABILITIES:**

### ***Essential requirements***

- Experience of working with accounting software (Xero preferred).
- Accounting qualification (AAT Level 2 or equivalent)
- Strong expertise in working with Microsoft Office applications (Word, Excel, PowerPoint)
- Meticulous attention to detail and high standards, with respect to completion and follow through.
- Strong service mindset to enable and support others.
- Strong interpersonal and relationship skills.
- Passion for sustainability.
- Fluency in English

### ***Desirable***

- Excellent written and verbal communications skills.
- Entrepreneurial can-do spirit and team player.
- Curious mindset and a willingness to learn and enquire.
- Business proficiency in other European languages.
- Experience working in:
  - Agriculture.
  - Sustainability.

## **ABOUT THE TEAM**

This role leads the CFA administration and support to the CFA Secretariat. The role will work closely with the secretariat team, as well as CFA advisors, Committees, sub-contractors and the broader CFA membership.

Above all, the role requires a proactive, dynamic approach coupled with excellent attention to detail to maintain high standards and uphold the administrative processes that glue to CFA together. With the growth in the CFA and increasing complexity in our activities, this role is key to the success in our ability to coordinate and deliver against the range of projects and services that the CFA is involved in.

## **ABOUT THE PRODUCT**

The CFT has been an online agricultural sustainability web app tool for seven years and currently services some 19,300 users from farmer to multi-national corporation across 140 countries. The CFT consists of multiple environmental sustainability modules including greenhouse gas emissions, water, biodiversity and food loss and waste. These modules are available for environmental evaluation of multiple crop and livestock types and species.

## **WORKING ARRANGEMENTS**

The CFA is a virtual organisation, so this role is home-based and the Administration & Finance Coordinator will need to be self-sufficient for office space. It is desirable to be located in Europe, and with the ability for travel around 2 times a year, subject to covid travel restrictions.

### **WORKING HOURS**

This is a part time (2.5 days a week), employed position, however we offer flexibility for the individual to choose patterns of work to suit their lifestyle and commitments.

### **APPLICATIONS**

If you would like to learn more about this opportunity and apply for the position, please send your CV to our resourcing specialist: [lauraalcock@elasticatedminds2.com](mailto:lauraalcock@elasticatedminds2.com).

The deadline for applications is 27th August 2021.