

BUSINESS & FINANCE ADMINISTRATOR

BUSINESS SUPPORT TEAM

BRISTOL, UK

www.theIDLgroup.com

APPLICATION DEADLINE 10TH APRIL 2009; EARLY APPLICATIONS STRONGLY ENCOURAGED

WHAT IS THEIDLGROUP?

theIDLgroup is a private sector development organisation committed to delivering professionalism and fresh perspectives to the challenge of eradicating global poverty. We are based in a rural environment five miles south-west of the city of Bristol close to Bristol airport, and provide international development consultancy services in Africa, Asia, Eastern Europe, the Americas and the Pacific.

With 20 years of experience, we provide our services to governments, international aid agencies and NGOs worldwide, in five interconnected areas:

- ⊙ Rural growth and livelihood security;
- ⊙ Natural resource management and the environment;
- ⊙ Governance, institutional reform and political economy;
- ⊙ Social development, and civil society strengthening; and
- ⊙ Development strategies in fragile and post-conflict states.

theIDLgroup has offices in West Africa, East Africa, and South-East Asia.

THE POSITION

We are looking for a bright and enthusiastic individual to join our Bristol Office as a **Business & Finance Administrator**. You'll be working within the Business Support Team to help facilitate the smooth running of the head office, with particular focus on our accounts payable, financial reporting and customer service operations.

You'll be providing key support at the heart of the team, so you'll need good organisational and prioritising skills, plus the ability to manage your own workload and meet deadlines. You will need to have a flexible approach and a "can do" attitude. Strong IT skills and a 'head for numbers' are important; you will have book keeping experience, including use of Sage accounting software – ideally Sage Line50. A business administration or finance qualification would also be an advantage.

We are looking for the position to commence in late April 2009. The successful applicant will be expected to live in the Bristol area and be able to travel to our offices (a car is needed).

The salary is up to £18,000 dependant on relevant experience for a 39.5 hour week; with additional benefits of 28 days paid leave plus bank holidays, and a 5% pension contribution (after probationary period).

theIDLgroup invests heavily in creating a culture of quality, professionalism, mutual support and team work. We are proud to have our ISO 9001 Quality Management and Investor in People accreditations through which we pursue a number of formal measures, but more important is the spirit and commitment of our staff to these values. We're not just looking to fill a vacancy: whenever we recruit we are looking for individuals who share our values, are adaptable and resourceful, and who will complement the team and contribute to the development of the firm.

APPLICATIONS

If you are interested in applying for the Business & Finance Administrator position, please submit a succinct CV and covering letter, no later than 10th April 2009 to:

Elizabeth Stockley
Commercial Director
theIDLgroup Ltd
Brockley Combe,
Backwell, Bristol
BS48 3DF, United Kingdom

Tel: +44 (0)1934 862 770

E-mail: BSTrecruitment@theIDLgroup.com (electronic applications are encouraged)

We will of course respect any confidentiality and strictly abide to the UK data protection laws. *theIDLgroup* is an equal opportunities employer. More information about *theIDLgroup* can be found on our website: www.theIDLgroup.com.