

Carbon Literacy Academic Year Placement



Job Title: Finance Intern

Team: Finance

Salary: The role is formally funded, through a grant system paid at the end of each academic semester, alongside a summer allowance (which will be included as working time) within a 12-month academic year placement. If working 5 days a week, the funding for each semester will be £1200. This will be adjusted accordingly if part-time placements are undertaken.

As part of our commitment to diversity, equality and inclusion, we also plan to offer extra support to those from more challenging backgrounds. This will take other support access (such as maintenance loans & grants) into consideration, as well as giving space for any extra information you would like to provide, to further explain circumstances.

Expected Start Date: Between 3rd July & 15th September 2023

Expected Duration: 12 months – working either full-time (5 days per week) or part-time (2-3 days per week). If undertaking a part-time placement, we would expect you to undertake paid employment elsewhere on the remaining days, to support yourself financially through the placement. Please ensure your University and Department allows for this form of placement set-up before applying.

Location: At our Manchester office, with the option to work remotely or hybrid.

Expected Leave: 20 working days pa pro rata + statutory bank holidays + Christmas closure

Closing Date: 26th May 2023

Interviews: May / Beginning of June

Aimed at: Undergraduate or Masters academic placement year

To Apply: Please fill out the application below, giving evidence of how you match up to the criteria, and submit with an up-to-date CV.

Role Description:

The Carbon Literacy Project (CLP) is a celebrated multi-award winning, globally unique climate change learning-and-doing project founded in Manchester. It is a registered charity (No 1156722)

and is run on behalf of its trustees (The Carbon Literacy Trust) by founders Cooler Projects CIC, based at MMU's Innospace. Based on a unique flexible framework for a day's-worth of highly relevant climate-change learning, and with large-scale take-up across the UK and Europe, more than 55,000 learners have now been certified as Carbon Literate.

Carbon Literacy (CL) learning and certification covers the essentials of climate change, carbon footprints, how an individual can 'do their bit', and why it's relevant from an individual to an organisation level. CL is aimed at three distinct audiences – those that live, those that work, and, those that study. This allows The Carbon Literacy Project to capture all audiences with specific knowledge and motivation in its aim to offer every citizen Carbon Literacy.

As Finance Intern, you will play a key role in our small but dedicated Finance Team, helping to support every stage of our financial processes. The Carbon Literacy Project has a strong and rapidly growing client base, meaning that the demand on the Finance Team is increasing rapidly. As such, this role will be pivotal to ensuring the smooth functioning of our processes as we aim for another 100% growth year in 2023 (as we had in 2022). You will be assigned personal responsibilities and tasks relating to existing and new financial priorities. Bringing your acute eye for detail and interest in finance, you will support and increase our financial capabilities.

The Project prides itself on its track record supporting interns and volunteers; see: <http://carbonliteracy.com/work-with-us/past-volunteers/> In fact, other than the founders, the majority of our current staff team members started out volunteering with the Project!

When interning with The Carbon Literacy Project, we will help you to develop knowledge and skills relevant to your desired career path and where possible will look to customise the work you do and involve you in the areas of work that will best support your longer-term career ambitions. This placement provides the opportunity to work with a charity recognised by the UN, and one of the leading organisations working on climate action and behaviour change.

We ensure that all our volunteers and interns are Carbon Literacy trained. If you're not already Carbon Literate when you join us, we will find a course for you so that you can gain this and potentially other certifications with us, as part of your skills portfolio.

Some of the work you might typically be involved in is likely to include:

- Finance-related CRM (Salesforce) management and administrative tasks.
- Ensuring complete, accessible data records for use by the whole team as required.
- Liaising with members of other teams to ensure information is correct and provided in full.
- Assessing which organisations we don't hold complete data on relating to invoicing.
- Communicating with organisations to ensure we hold complete data relating to invoicing.
- Communicating with organisations to ensure we hold up-to-date data relating to invoicing.
- Research and implementation tasks – e.g. investigating the feasibility of accepting credit card payments
- Recording key information and confidential data as part of the Invoicing Set-up Process.
- Supporting the Invoicing Process by ensuring invoices are processed in a timely fashion.
- Supporting the Supplier Set-up Process by providing organisations with the data needed to raise a PO.
- Supporting our team's and external organisations' finance-related queries.

And depending on existing skills, possibly much more...

...however as covered above, we would expect to customise the work and projects you spent time on to maximise their usefulness to you and The Carbon Literacy Project.

Key personal attributes:

- Passionate about mitigating the climate crisis
- An interest in climate change learning and meaningful carbon reduction
- A creative flare or mind-set
- Strong organisational and time-management skills
- Good communication skills
- The ability to work well as part of a small team to achieve shared outcomes
- The ability to work independently using one's own initiative
- The willingness to learn, practice and hone new skills
- Competent English language skills
- A desire to question, learn and act on that learning

Most desirable skills/experience:

- A passion for finance
- Good numerical skills (GCSE A*-C / 9-4)
- An acute eye for detail
- Some experience or knowledge of working with personal information and confidentiality
- Analytically minded

Other desirable skills/experience:

- Studying a finance-related degree
- Have completed a finance or accounting A-level
- Work experience in a finance setting
- Experience volunteering or working with a charity, particularly in the field of sustainability
- Certified as Carbon Literate

The Carbon Literacy Project is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of flexible working arrangements to support volunteers from different backgrounds. We particularly encourage applications from individuals who identify as:

- Black, Asian, or those belonging to an ethnic minority group in the UK
- Being from a working-class background
- Someone living with a disability

We don't expect any intern to arrive with all of these skills in place, and also know that you will probably arrive with many other existing skills that we haven't thought of listing, but The Carbon Literacy Project team will work with the successful intern, to help them build on their existing skills

and develop those that are new to them, with the aim of delivering a great internship, a sound personal development experience and a better environment for all involved.