



Accounting and Finance Officer - Job Description

Company Name: WindAid Institute

Company Description: Serves as an educational institute whose projects provide electricity to developing communities utilizing wind energy to provide a clean and reliable source of electricity in locations where traditional electricity is not available.

Industry: Renewable energy systems

Company Address:

City: Trujillo

State: La Libertad

Zip: 13001

Country: Peru

Company Website: windaid.org

Contact Name: Gandhi Alva

Title: Executive Director

Email: gandhi@windaid.org

Phone Number: (+51) 973 366 356

Address & Location - Workshop: Panamericana Norte Km. 554 Moche, Trujillo - Perú

Address & Location - House: Calle Paraguay 499, El Recreo, Trujillo – Perú

Co-op Job Title: Accounting and Finance Officer

Co-op Job Description:

We are looking for a highly motivated person to come to Peru who will lead our social media outreach as part of our Communications team:

Job Purpose:

- To maintain accurate and up-to-date financial records of the organization.
- To assist in the planning and control of the organization's financial activities.
- To ensure compliance with tax laws and regulations.
- To provide insights into the financial health and performance of the organization.
- To contribute to the overall financial strategy and planning of the organization.

Main duties and responsibilities:

- Recording financial transactions, preparing financial statements, and maintaining ledgers.
- Developing budgets, forecasting financial outcomes, and analyzing variances.
- Preparing and filing tax returns, advising on tax planning strategies, and staying current with tax laws.
- Analyzing financial data, preparing reports, and making recommendations for improvement.
- Preparing audit schedules, providing necessary documentation, and addressing audit queries.
- Assisting in long-term financial planning, providing financial insights for decision-making.

Requirements:

- Relevant work experience as an accountant.
- Proficiency in accounting software (e.g., QuickBooks, SAP, or other ERP systems).
- Ability to analyze financial data and provide insights.
- Clear written and verbal communication skills.
- The ability to organize and manage multiple tasks efficiently.

Preferred Skills:

- Leadership.
- Problem Solving.
- Proficiency in: Google Drive (google docs, spreadsheets, slides, etc.).
- Volunteer experience.

Skills Gained by the End of Co-op/Internship:

- Team builder.
- Leadership.
- Expand Network of Contacts.
- Learn about the wind turbine design.
- Learn about community impact.
- How a NGO operates.

Number of positions: 1

Hours per week: 35 hours

Benefits:

- Pick-up from the Airport
- Housing (hot water, electricity, Wi-Fi, bedroom, kitchen, living room and laundry)
- Food during working days (Monday to Friday)
- Paid transportation to our workshop
- Paid trips to the communities we work with
- Integration into projects while in Peru, including visiting communities and participating at installations.
- Working certificate by the end of the period

Majors considered: Accounting, Finance, Business Administration.

Language Requirements: English (advanced) / Spanish (preferred)

Location Information (culture, cost of living, etc.):

Trujillo is situated on the northern coast of Peru. The country's third most populous city, it boasts some excellent pre-hispanic archeological sites to visit such as Chan Chan, the largest city of the pre-Columbian era in South America. The local ruins are a great short-getaway for an adventure and the team will always be there to advise you on your travels!

In the city, there are a wide variety of salsa or bachata schools to try or gyms to keep you in shape.

Huanchaco is one of the most popular beaches not just of Trujillo but also of all Peru, recognized as one of the best places in the world to catch a wave. It's also the most common place volunteers like to spend their free time. There, you can surf and swim, play football, volleyball, or Frisbee or simply sit back in the sun and try out some beautiful Peruvian cuisine.

****Thank you for your interest in the WindAid Institute program. ****