

Job description: Finance and Development Officer

Position: Finance and Development Officer

Job Location: London, UK

Start date: May 2021

Duration: 12 months fixed term, we will consider full and part time work patterns

Salary: £32-40,000 dependant on experience

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic and positive Finance and Development Officer (the F&D Officer) to support management of our funding streams and associated financial systems to strengthen us as we grow. You will relish a varied to-do list and will thrive on improving efficiency and operational systems.

Background: We are a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are recruiting a F&D Officer for our London office. As F&D Officer, you will work with LFJL's programme teams and management to lead LFJL's fundraising and manage its donor relationships. In particular, you will monitor project and organisational expenditure against budgets, review and implement purchase requests, be responsible for reconciliations on a monthly basis, run payroll (with support from a third party provider), lead reporting to institutional and state donors, and work with programme teams to devise and draft new funding proposals and budgets. You will be comfortable using key IT software packages, administering organisational processes such as auto-enrolment, and monitoring project expenditure to support financial reporting. You will be highly organised, articulate and confident when dealing with third parties in person, by phone or by email.

Committed to LFJL's values and [mission statement](#), you will play a key role in our organisation, working across our teams to support project delivery and implement policies and systems to strengthen us as we grow and enter our next phase. You will report to the Director of Operations.

Responsibilities: You will work with LFJL's programme teams and management to provide financial, development and administrative support. This will include:

- Leading financial and narrative reporting to LFJL's donors, who include individuals, foundations and state and institutional donors;
- Working with programme teams to find and develop funding opportunities including by devising concept notes and preparing full proposals for open calls and renewal of existing funding streams;
- Supporting design and overseeing the implementation of our internal policies and processes around procurement and expense documentation;
- Overseeing payroll with support from a third party company to ensure salaries, taxes and pensions are paid on time and related statutory duties are met;
- Reconciling transactions on a monthly basis;

- Supporting end of year audit by preparing supporting documentation, reviewing reconciliations and working with a third party book-keeper/accountant to finalise year end accounts;
- Monitoring expenditure against project and organisational budgets;
- Working with the Executive Director to ensure regulatory commitments (for example with the Charity Commission and Companies House) are met;
- Supporting programme staff with project budget management; and
- Carrying out any other duties to support our activities.

Desired qualifications and skills:

Education

- Relevant qualification or apprenticeship.

Experience

- At least three years of relevant finance and development work experience in a similar field is required.

Skills and knowledge

- Good knowledge of key IT packages and accounting software (experience using Xero is an asset);
- Confident and comfortable dealing with a variety of third parties and managing expectations to ensure that commitments are met;
- Willingness to use initiative, work independently and think creatively;
- Ability to multi-task effectively, including having excellent planning and organisational skills and the ability to work under pressure;
- Interest in human rights; and
- Positive, enthusiastic attitude.

Languages

- Excellent written and oral communication in English is essential.
- Understanding of Arabic is an asset.

Remuneration

Remuneration for the F&D Officer position is £32-40,000 pa, depending on experience.

How to apply:

Please send your CV and a cover letter specifying your interest in this position and LFJL to jobs@libyanjustice.org by midnight (GMT) **25 April 2021**. Please also include names and contact details of two referees, at least one of whom can speak to your experience in a similar role. You are encouraged to apply early as we will recruit on a rolling basis.

Eligibility Requirement: The chosen candidate will need to have a right to work in the UK before commencement of the role and may be asked for the relevant documents when they are invited to interview or when a formal offer is made.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview.