

## Job description: Finance Officer

**Job Location:** London, UK

**Start date:** As soon as possible

**Duration:** Permanent, we will consider full and part time work patterns

**Salary:** £26,500 pa.

*Do you enjoy working with numbers and relish the chance to manage a variety of processes for a small organisation? 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 experienced Finance Officer or bookkeeper who wants to use their skills for a cause that matters.*

### 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 Finance Officer for our London office. As Finance Officer, you will work closely with LFJL's Finance Director.

In this role, you will help ensure LFJL's sustainable functioning by effectively and accurately managing our financial transactions and bank accounts. You will also contribute to ensuring effective financial oversight through thorough and accurate reporting, record-keeping, and audit preparation.

The role sits within our Operations department, reporting to the Finance Director, and working closely with our Operations Manager.

### Responsibilities:

#### Financial transactions

- Process all income (cash, cheques, online payments, bank transfers, credit cards, vouchers, standing orders, etc.), including donations, grants, and fees or other income.
- Process purchase invoices and issue payments according to established procedures.
- Produce (non-trading) sales invoices, chase payments if necessary, and process payments received.
- Manage overseas payments as necessary, in coordination with relevant staff.
- Administer petty cash.

#### Bank account management

- Act as first point of contact for LFJL's bank accounts.
- Bank cheques and cash.
- Receive statements and maintain records.
- Prepare monthly bank reconciliations.
- Manage transfers between bank accounts as needed, in line with agreed financial policies.

#### Bookkeeping and financial records and reports

- Enter all financial data on our accounting system.
- Prepare management accounts in line with budget headings on a monthly basis, including explanatory notes, and share them with our Finance Director and relevant staff as needed.
- Maintain financial records as required by regulations and for operational purposes.

#### Budgeting

- Prepare annual spending projections for various categories.
- Assist the Executive Director and Finance Director with the production of the organisational annual budget.
- Turn annual income projections and spending plans into monthly forecasts, for use in monthly and quarterly management accounts.

#### Audit

- Manage year-end closing of accounts.
- Work with our Finance Director to prepare materials needed for the annual audit.
- Respond to all auditors' questions as required.

#### General

- Ensure compliance with all relevant laws, regulations, and internal systems.
- Assist other departments with finance-related tasks or queries.
- Assist the Finance Director and Executive Director on all finance-related tasks as needed.
- Advise on updating and improvement of LFJL's financial systems as relevant.
- General duties to support the department, as needed.

#### **Experience and skills:**

##### *Required*

- Bookkeeping / accounting skills, including AAT / ICB / IAB qualifications or equivalent professional experience.
- Knowledge and experience of accounting software (Xero or similar), and a high standard of computer literacy.
- Excellent numeracy and superb attention to detail and process.
- Demonstrated ability to manage and prioritise a variable workload.
- Excellent organisational skills and the ability to plan effectively.
- Commitment to LFJL's vision, mission, and values.

##### *Preferred*

Candidates with the following would have a strong advantage:

- Experience of bookkeeping or financial management for a UK charity.
- Excellent written and oral communication in English.
- Understanding of Arabic is an asset.

#### **Remuneration:**

£26,500 per annum.

**How to apply:**

Please send your CV and a cover letter specifying your interest in this position and LFJL to [jobs@libyanjustice.org](mailto:jobs@libyanjustice.org) by midnight (GMT) 12 February 2023. Please also include names and contact details of two referees who can speak to your experience in a similar role. You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

**Eligibility Requirement: The chosen candidate will need to have a right to work in the UK before the 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.**