

**Job Description for Post of Finance & Operations Officer**

**Reporting to: Director of Finance and Operations**

**Location: Westminster, London**

**Hours: Full time**

**Salary: £30,000 per annum**

**Holiday: 25 days per annum**

The **European Council on Foreign Relations** (ECFR) is a Not-for-Profit pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. [www.ecfr.eu](https://mail.ecfr.eu/owa/redir.aspx?C=404f92ef5f32439ea269af94ebd583dc&URL=http%3a%2f%2fwww.ecfr.eu)

ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome and Sofia.

# Job Purpose

The Finance & Operations Officerwill be responsible for the recording andmanagement of ECFR’s financial reporting systems. They musthave a solid financial accounting background, be able to reconcile bank accounts, all control accounts and be able toproduce and investigate full management accounts.

In addition they will have responsibility for maintaining key HR staffinformation, supporting recruitment as necessary and processing payroll for all European offices.Finally, broader IT knowledge is desirable, as this post also has responsibilityfor troubleshooting problems with the main servers and individual PCs, andliaising with our outsourced IT support.

**Place in the organisation**

This is a full time position in ECFR’s London office reporting directly to the Director of Finance & Operations.

**Responsibilities**

**Finance**

* Record all financial transactions in Sage;
* Oversee the sales invoicing and credit control function;
* Support the Fundraising staff with the care of donors and provide financial information for reports;
* Maintenance of the Purchase ledger, paying and reconciling all supplier accounts in Sterling, Euros or Dollars;
* Handle all financial enquiries and maintain adequate filing systems;
* Preparation of monthly accounts to Trial Balance;
* Assist with the provision of management accounts to all budget holders;
* Control budgets and provide assistance to all budget holders to effectively manage their budgets;
* Control and reconcile monthly National Offices’ expenditure;
* Manage staff payroll in Europe and the UK;
* Monitor staff and company expenses;
* Maintain asset register.

**HR**

* Upkeep of staff HR records;
* To assist with recruitment and provide HR support as required;
* To keep abreast of HR legislation and review policies as required;
* To work with external providers to ensure that all staff benefits and pensions are managed effectively.

**IT**

* Completion of daily system backup
* Provision of basic onsite IT support for office
* Liaison with external IT support contractors

**Person specification**

The successful candidate should demonstrate relevant and proven experience in a busy and multinational office environment. Their skills and experience would include:

* Hands–on ledger experience to Trial Balance;
* An accountancy qualification or studying for one;
* Good knowledge and understanding of budgetary controls and financial management;
* Knowledge of charity accounting issues and the Charity SORP;
* Effective analytical and problem solving;
* Excellent numeracy skills;
* Proficient to a high level in computer software packages, especially Excel, and with experience of Sage;
* Excellent written and oral communication skills with a high standard of written and spoken English (knowledge of a second European language would be an advantage);
* Flexibility and ability to multi-task;
* Good organisational skills, accurate with an eye for detail;
* Experience of HR maintenance;
* Trustworthy with the ability to maintain confidentiality;
* Experience of basic IT support and /or a willingness to learn;
* A demonstrated interest in issues of concern to ECFR is desirable.

**To apply:**

Please send a one page covering letter (with ref: **Finance & Operations Officer**) in the subject line and your CV to: recruitment@ecfr.eu please restrict your CV to no more than three pages of A4. Please state your citizenship and status with respect to living and working in the UK. Closing date for applications is the 8th February 2011 and first interviews will be held on Tuesday the 15th February.

**Please note**

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will unfortunately only be able to respond to your application if you have been shortlisted for the role.

**Strictly no agencies**