

Position: Finance Coordinator/ Book-keeper
Location: London
Salary: £33,924 - £36,534
Start date: ASAP

ECFR (The European Council on Foreign Relations) is a 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. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. www.ecfr.eu

Job profile

The Finance Co-ordinator will be responsible for the recording of all financial transactions, in mixed currencies, using Sage Line 50 and the extraction of financial information for financial management. They must have a solid financial accounting background, be able to reconcile bank accounts and all other control accounts and be able to maintain accurate financial records.

Main responsibilities

- Record all financial transactions in Sage;
- Oversee the sales invoicing and monitor the receipt of income and grants;
- 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, Dollars and other currencies as required;
- 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;
- Monitor staff and company expenses for compliance with financial procedures;
- Maintain fixed asset register.
- Provide assistance to other staff as instructed by the Director of Finance & Operations.

Person specification

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

- At least two years hands-on ledger experience to Trial Balance;
- Accountancy qualification or studying towards one;
- Understanding of the detailed controls required when reporting on restricted funds;
- Knowledge of charity accounting issues and the Charity SORP 2015;
- Tenacious desire for accuracy;
- Understanding of budgetary controls;
- Effective analytical and problem solving Skills;
- Able to multi-task and work on own initiative;
- Able to maintain strict confidentiality;
- Capable of interpreting financial data quickly and accurately;
- Proficient computer software skills, especially Excel and with a sound working knowledge of Sage;
- Excellent written and oral communication skills in English, knowledge of a second European language would be an advantage;
- Good organisational skills, highly numerate and accurate with an eye for detail; good knowledge and understanding of budgetary controls and financial management;
- Willingness to travel to our European offices as and when required.