



Post:	Part-Time Finance & Operations Coordinator
Reporting to:	Director of Finance & Operations
Location:	London
Salary:	£16,637 - £17,916 p.a. for 20 hour week

The European Council on Foreign Relations (ECFR) is a pan-European think-tank which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. We are a UK registered company and registered charity working from a London base, with additional offices in six European capitals.

Job Purpose

The Finance & Operations Coordinator will be responsible for the recording of financial information using Sage Line 50 and management of ECFR's financial reporting systems. They must have a solid financial accounting background, be able to reconcile bank accounts, all control accounts and be able to produce and investigate full management accounts.

We are looking for a hard working, numerate and IT literate team player with an interest in the work of ECFR.

Place in the organisation

This is a part-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 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 DFO.

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
- An understanding of the detailed controls required when reporting on restricted funds
- 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 Sag;
- 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
- Trustworthy with the ability to maintain confidentiality
- A demonstrated interest in issues of concern to ECFR is desirable
- Willingness to travel to our European offices as and when required

To apply:

Please send a one page covering letter (with ref: **FOC 00414**) 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 2nd December 2014 and first interviews will be held on 17th and 18th December 2014.

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