



JOB TITLE | Finance Officer

LOCATION | London

REPORTING TO | Director of Finance

KEY RELATIONSHIPS | All CAR staff, Suppliers, Customers, Donors, Bank, Auditors

SALARY | £35,000 - £45,000 depending on experience

CONFLICT ARMAMENT RESEARCH | CAR is the only organisation exclusively dedicated to track the supply of weapons and related materiel on the ground in the world's conflict zones. CAR is an independent investigative organisation. It frequently works with parties on opposing sides of armed conflicts, but always strives to achieve politically balanced reporting.

Formal agreements with national governments provide CAR unparalleled access to recovered weapons and related materiel at the point of use. CAR field investigation teams comprehensively document all materiel in situ. CAR works to elucidate the lines of supply from manufacture to the point of recovery, including launching formal trace processes with exporting states and manufacturers. Drawing on its unique global database, which contains thousands of conflict weapons, CAR analyses supply vectors and maps diversion. CAR informs stakeholders through a range of outputs including targeted policy publications, confidential reports, expert briefings, and direct technical support.

Only on-the-ground investigations allow for the physical examination of materiel, which is necessary to identify it definitively and confirm its chain of custody. Aggregating multiple verified diversion cases is the only way to detect consistent global trends and guide targeted counter-diversion policy, which responds to realities on the ground.

PURPOSE | To support the Director of Finance in ensuring that: a) CAR's financial needs are anticipated and fulfilled; b) the organisation runs smoothly; c) administrative functions are fulfilled; and d) assist project leads to ensure projects are delivered effectively and professionally.

KEY PERFORMANCE OUTCOMES | As a key member of CAR's finance team, the Finance Officer will:

- Ensure that the financial accounting system is kept up to date by entering invoices, expenses and journals in a timely and accurate manner and reconciling supplier, bank and other control accounts regularly;
- Ensure project files are maintained in accordance with audit requirements and that project claims are submitted on a timely basis;

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- Prepare management accounts and rolling 12-month forecasts on a monthly basis;
- Assist in preparation of annual budgets, reforecasts, budgets for proposals and operational plans;
- Process invoices and petty cash in a timely and accurate manner. Ensure that invoices are matched to purchase orders and good received notes, where applicable;
- Log and forward invoices for approval, chasing unapproved invoices in a timely manner;
- Make authorised payments to suppliers;
- Ensure that sales invoices, grant claims and cash received are processed and debts are collected in a timely and accurate manner;
- Ensure monthly payroll data is submitted to the external payroll bureau for processing;
- Prepare the monthly payroll including the appropriate deduction of staff benefits and the payment of deductions to appropriate authorities;
- Collate and review all employee reimbursements ensuring that they are in line with the company expenses policy;
- Ensure that the assets of CAR are protected through the proper implementation of financial policies and procedures;
- Maintain fixed asset register;
- Acting as first line response for all calls relating to finance issues, dealing with requests from suppliers, staff, etc;
- Maintain paper and electronic files (i.e. database and spreadsheets) for all financial records ensuring that information is easily accessible and can be quickly retrieved;
- Process insurance claims and progress chase to completion; and
- Take responsibility for professional development and skills needs by committing at least five days each year to continued professional development.

PERSONAL SPECIFICATION |

Experience:

- Minimum of 5 years finance experience;
- Experience of an organisation of similar size, £5m t/o, 20-45 staff;
- Good written and oral communication skills, in particular the ability to work with people at all levels and from a variety of socio-economic and cultural backgrounds;
- Experience working for both grant-funded organisations and for-profit companies;
- Knowledge of international and institutional donors, especially EU, UK, and US donors;
- Keen interest in geo-political, international peace and security issues; and

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- Working in a busy office environment handling a varied and sometimes conflicting workload.

Knowledge:

- Passed CIMA (Foundation) / ACCA (Level 1);
- Studying for CIMA (Managerial Level – early stages) / ACCA (Level 2);
- ICT qualifications or equivalent; and
- A levels/degree.

Skills:

- Excellent Microsoft Office software skills;
- Accurate data input and reconciliation; and
- Well versed in the use of Xero or other well-known accounting software.

Other:

- Willingness to travel overseas;
- Can be trusted to work remotely without constant direct oversight;
- The ability to show initiative and solve complex (often sensitive) problems, in high intensity environments;
- Shows care in one's work with excellent attention to detail;
- Willingness to work on a variety of projects and initiatives;
- Able to work as part of a team;
- Good interpersonal skills;
- Approachable and helpful;
- Trustworthy and aware of confidentiality issues; and
- Able to demonstrate an understanding of, and commitment to, diversity issues.

EMPLOYMENT TERMS |

Starting: Immediate.

Probation: Three months.

Duration: Permanent.

Holidays: 30 days per year (Jan to Dec) in addition to all statutory holidays in your country of residence.

Hours: The standard working week is 40 hours, but on some occasions, staff will be required to work longer days and through weekends.

TO APPLY |

Please send your CV and cover letter to finance@conflictarm.com, with subject line:
CAR_Finance_Officer_0918

Deadline: 18:00GMT, 19 October 2018.