



Financial Officer

Job Location: London, UK

Part time.

Duration: Permanent. To start as soon as possible.

Background: Lawyers for Justice in Libya (LFJL) is recruiting a part time Financial Officer to support our programmes. LFJL is an independent non-governmental organisation and charity dedicated to promoting human rights in Libya.

The position of Financial Officer is pivotal to the effective development of our organisation and the delivery of its activities. It requires professionalism, diligence, excellent organisation, initiative and self motivation.

The Financial Officer will report to the Programme Officer, and together they will be responsible for the financial management of LFJL's activities. The Financial Officer's activities will include: bookkeeping; assisting with the company's annual accounts preparations; facilitating the conduction of project audits; supporting the preparation of budgets; and implementing systems for responsible financial management.

Responsibilities:

- **Bookkeeping:** Manage the regular reconciliation of bank transactions with invoices in multiple currencies; maintain paper records appropriately; and allocate transactions to respective grant sources.
- **Internal and external reporting:** Facilitate the requests of external financial audits; work with the Programmes Officer and accountants to deliver annual accounts for the Board of Trustees' approval; and support the Programmes Officer with the preparation of information for statutory authorities which LFJL is required to provide financial reports to.
- **Financial planning:** Prepare draft financial information, including monthly management accounts, cashflow summaries and quarterly balance sheets. Work with the Programmes Officer to create annual budgets and regular forecasts as required. Support Programme Coordinators in preparing and monitoring budgets related to funding applications. Keep up to date with relevant financial and charity policy and obligations.

Qualifications and Skills:

Education

Holds or is studying towards a professional accountancy qualification, or holds another relevant qualification.

Experience and Knowledge

Relevant experience and knowledge will include, but is not limited to:

- Using a computerised accounts package for bookkeeping, including to produce management accounts and cashflow reports;
- Preparing financial reports and liaising with auditors, banks and other financial institutes;
- End of year accounts and audit preparation;
- Familiarity with charity financial obligations and relevant law;
- Administering payroll, including pension contributions; and
- Producing financial reports, budgets and information for partners, donors and trustees.

Skills

- Excellent oral and written communication skills in English are required;
- Keen organisation skills and self motivation essential;
- Proven ability to establish and meet deadlines effectively and remain organised with multiple tasks;
- Familiarity with information and accounting technology.

Remuneration

Pay will be determined subject to the experience and qualifications of the applicant.

How to apply:

Please email a copy of your CV and a brief cover letter to jobs@libyanjustice.org by 10 March 2017.