



**Job Title:** Finance and Grants Manager

**Location:** *London*

**Contract Length:** *12 months fixed term contract (with potential for renewal)*

**Start Date:** ASAP

**Salary:** *£40,000-£50,000 depending on experience*

### **About Moonshot CVE:**

Moonshot CVE is a fast growing startup which specialises in countering violent extremism (CVE) across the globe. We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns. We currently operate in over 25 countries, and across different forms of violent extremism.

We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism.
- Working across different types of violent extremist ideologies.
- Collaborating with partners, and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with backgrounds in a diverse range of professional and academic backgrounds, including development professionals, policing, communications, psychology, data science and software engineering.
- Investing in research and development of new technologies and methodologies to counter extremism.

### **Working at Moonshot CVE:**

We are growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses to violent extremism, and leading innovation in the field, means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to training and skill development, scope to advance personal subject matter expertise and opportunities for career progression.

Staff at Moonshot CVE say they value:

- **Our shared sense of purpose:** working as a team to find new solutions to global challenges.
- **Personal development opportunities:** a chance to learn new things and get even better at what you already do.
- **Our ideas driven culture:** opportunities to work with creativity and autonomy whatever your position in our organisation.



- **The diversity of thought:** working with staff from a wide range of personal and professional backgrounds.
- **Open and collaborative working:** being part of a team who support each other to achieve great results.

### **About the role:**

This is a new role, created in order to bring day-to-day financial management in-house. You will be working with the support of a Finance and Grants Officer, also currently being recruited.

The role of the Finance and Grants Manager will be to:

- Design and implement robust grants and financial management mechanisms and communicate clear procedures to the Moonshot CVE team;
- Prepare budget forecasts, cash flow projections and detailed financial reports for internal and external audiences;
- Manage payroll for Moonshot CVE staff;
- Oversee the work of the Finance and Grants Officer;
- Support Project Managers during monthly and quarterly invoicing processes;
- Support Project Managers calculate actuals, forecast, variance and anticipate cash flow;
- Ensure receipts and invoices are logged and stored for each project;
- Prepare for Project and Company audits, including those carried out in-line with US auditing standards;
- Liaise with Project Manager to ensure timesheets are completed for each project, and that time and expenses are correctly allocated and tagged to each project;
- Oversee due diligence on grants to subcontractors and Civil Society Organisation (CSO) partners, oversee expenditure and ensuring timely payments to sub-recipients;
- Oversee all documentation related grants or other contracts with fund recipients;
- Investigate any inconsistencies;
- Other activities, as required.

### **Requirements:**

- Demonstrated experience designing, implementing and managing financial systems;
- Experience overseeing, managing and reporting on large and complex project budgets;
- A strong understanding of accepted accounting principles and processes;
- Attention to detail and highly organised;
- Experience of preparing for audits;
- Tenacity in identifying and investigating inconsistencies;
- Excellent communication and interpersonal skills.



In addition, we require, and will check on candidates eligibility to work in the UK.

**Desirable:**

- Experience of grants management.
- Experience of conducting audits according to foreign auditing systems, in particular familiarity with US auditing procedures.
- Experience of financial management of international projects or programmes including awarding grant funding to local Civil Society Organisations.
- Accountancy accreditation.

**Benefits package:**

- Individually-tailored training and skills development package.
- 30 days paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Generous maternity and paternity package.

**Application Process:**

To apply for this role please email a CV and cover letter to Stevie Voogt, at [recruitment@moonshotcve.com](mailto:recruitment@moonshotcve.com). Your cover letter should not exceed two pages and must answer the following questions: 1) Why do you want to work for Moonshot CVE? 2) How do you meet the requirements of this role?

Deadline for applications is 5pm (GMT) 22nd October, 2018. **Applications submitted early will be considered before the deadline, so early application is strongly encouraged.** Select candidates may be invited to an interview and/or assessment day at our London office.