



Job Title: Finance and Grants Officer

Location: *London*

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

Start Date: ASAP

Salary: *£20,000-£30,000 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 oversight of a Finance and Grants Manager, also currently being recruited.

Moonshot CVE is currently seeking a Finance and Grants Officer to

- Support Project Managers during monthly and quarterly invoicing processes;
- Support Project Managers calculate actuals, forecast, variance and anticipate cash flow;
- Process incoming and outgoing invoices;
- Ensure receipts and invoices are logged and stored for each project;
- Support preparation for Project and Company audits;
- 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;
- Support due diligence processes for grants to subcontractors and CSO partners, oversee expenditure and ensuring timely payments to subrecipients;
- Support the administration of documentation related grants or other contracts with fund recipients;
- Support the production of detailed financial reports;
- Other activities, as required.

Requirements:

Expected of the Finance and Grants Officer at this level:

- Experience designing, implementing and managing financial or administrative systems;
- Experience of budget management;
- Understanding of accepted accounting principles and processes;
- Attention to detail and highly organised;
- Excellent communication and interpersonal skills.

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

Desirable:



- Experience of preparing for audits;
- Accountancy accreditation;
- Experience of supporting the financial administration of grants, international projects or programmes.

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. 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.