

# Job Description

## Finance & Contracts Coordinator



**Job Title** / Finance & Contracts Coordinator

**Location** / London

**Contract Length** / 12-month full-time fixed-term contract / with potential for renewal

**Start Date** / ASAP

**Salary** / £28,000 - £32,000 / depending on experience

### About Moonshot CVE

Moonshot CVE is a social enterprise 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 28 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 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 a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in research and development of new technologies and methodologies to counter extremism.

### Working with Moonshot CVE

We're 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 a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

### Working with Moonshot CVE

**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 to help assist the Finance Manager with the day to day activities supporting the business, as well as helping to manage the organisation's key contracts and reporting requirements.

# Job Description

## Finance & Contracts Coordinator



### Your responsibilities will include

- Reconcile monthly supplier accounts.
- Coding and processing of accounts payable.
- Set up payments in banking software, and allocate amounts to appropriate account.
- Multi-currency bank reconciliations.
- Support the Finance Manager during monthly and quarterly invoicing processes.
- Ensure receipts and invoices are logged and stored for each project correctly.
- Liaise with Finance Manager to ensure timesheets are completed for each project, and that time and expenses are correctly allocated and tagged to each project.
- Provide monthly reports on each contract to the project managers.
- Support the Finance Manager in preparing monthly and quarterly financial reports to clients.
- Coordinate and participate in meetings with clients.
- Prepare VAT quarterly returns.
- Investigate any inconsistencies.
- Other activities, as required.

### Requirements

- Attention to detail and highly organised.
- Ability to complete tasks within deadlines.
- Proactive and self-motivated.
- Previous experience in a finance role.
- 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 and conduct DBS checks.*

### Desirable

- Experience of preparing for audits.
- Background in contract reporting.
- Xero bookkeeping experience.
- Supporting operations functions including HR, Legal, and IT.

### 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

Please apply for this role here with a CV and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

**Why do you want to work for Moonshot CVE?**

**How do you meet the requirements of this role?**

## Click to apply