

Position Title: **Operations and Reporting Officer**

Location: **London**

Reporting to: **Operations Manager**

Salary range: **£25,000 to £30,000** (depending on experience and skills)

Inter Mediate

Inter Mediate is a London-based charity set up to promote dialogue between governments and insurgent groups with a view to reducing violent conflict and helping engender lasting peace agreements. This role offers an exciting opportunity to work with an organisation that is at the front-edge of practical conflict resolution work.

Position summary

The Operations and Reporting Officer will be responsible for providing efficient and flexible support to the operations and project teams in a range of financial, reporting, fund management and administrative support tasks. The ideal candidate will ideally have some previous experience of book-keeping and an understanding of financial processes within a charity setting.

Reporting to the Operations Manager, and in close coordination with the Project Directors, the key tasks of this role are to:

1. Support Inter Mediate's financial compliance by recording and processing a complex range of financial transactions accurately and efficiently to deadline in Sage 50 software (often in multiple currencies), updating financial records and supporting internal and external audit processes.
2. Support Inter Mediate to fulfil its accountability to funders, including: prepare timely, accurate and compliant reports to funders, assisting the Operations Manager to fulfil financial reporting requirements, and compiling and formatting narrative report sections based on inputs from the Project Team; also maintaining and managing an updated donor reporting schedule, liaising with funding focal points as necessary.
3. Support Inter Mediate in a range of funding management tasks, including maintaining a list of active and potential funders and their interests, supporting Project Directors to prepare proposals, recording senior management engagement with donors and prompting the Project Team when donor contracts are due to end.
4. Support the Project Directors in efficient project management, helping to create and monitor project budgets, log activities and record/prepare relevant material for audits; also provide administrative/logistical support as requested to book travel, assist with consultant contracts.

The person will have a can-do attitude, and flexibility to work as part of a small team. You will be able to work independently and take initiative in assisting staff with other ad hoc administrative duties when required.

This is a full-time 5-day week position based in our London office.

Main duties and key responsibilities:

- Processing supplier invoices, ensuring that they are promptly recorded and authorised in line with agreed financial procedures.
- Collating and recording cash and credit card expenses for in multiple currencies
- Assisting with preparation of company and project audits.
- Assisting with banking tasks and maintaining and manage the petty cash.
- Support operations and project teams in developing project budgets; and tracking and monitoring actual costs against budget for interim and final financial reporting.
- Working closely in collaboration with operations and project teams in complying with donor requirements, and assisting with narrative reporting including drafting, editing, formatting and proof-reading support.
- Maintaining a donor reporting schedule, including via liaison with funding focal points if necessary.
- Maintaining a list of active and potential funders and their interests, prompting Project Teams when contracts are expiring and supporting new proposal preparation where necessary.
- Recording and minuting meetings between senior management and potential new funding opportunities
- Organising flights, accommodation and other logistics for travel.
- Assisting with smooth running of the office and maintenance of office systems and equipment, stationary orders, overseeing subscriptions, assisting in organising and servicing internal meetings and providing other general support, when required.

Person Specification

Essential skills and experience:

- Experience working on project finances with computerised accounting packages.
- Understanding of charity accounting systems and financial reporting to government donors in a non-profit context.
- Excellent numeracy and MS Excel skills.
- Excellent oral and written English communication skills
- Proven administration skills with good attention to detail.
- Good communication and interpersonal skills.
- Problem solving and a willingness to take on additional tasks and work flexibly as part of a small team.
- Educated to degree level or equivalent, with two or more years' relevant experience
- Good time management skills and ability to work to tight deadlines

Desirable skills and experience:

- Experience of working with Sage 50
- Experience of or demonstrable interest in peacebuilding or mediation fields
- Experience of project or funding support work

To Apply

Please send a cover letter explaining why you would be a good candidate for this position, CV (both of no more than 2 pages) to the following email: recruitment@inter-mediate.org
ONLY FULL APPLICATIONS WILL BE CONSIDERED.

Application Deadline: Wednesday 27th Feb 2019

Interviews: 6th – 7th March 2019

Only short-listed candidates will be contacted.

IM is unable to currently sponsor working visas. All applicants must have EU status or the right of employment within the UK.

Working at Inter Mediate

A normal working week consists of 35 hours. Our offices are open between 8am and 6.30pm with core hours from 9.00am to 5.00pm.

Benefits include: 25 days holiday, pension contribution and private health insurance (following successful completion of probationary period). The probation period for all permanent appointments is six months.