

Job Description

Finance Assistant



Job Title / Finance Assistant

Location / London

Contract Length / Permanent

Employment Type / Full Time or Part time

Start Date / ASAP

Salary / £23,000 - £25,000 depending on experience (pro rata)

Moonshot believes that marginalized people in society — including minority ethnic people, people from working class backgrounds, women, Disabled and LGBTQIA+ people — must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

About this role

Do you have a passion for a career in international finance and a genuine interest in working for an organisation tackling online harms – from violent extremism and gender-based violence to disinformation and child online exploitation. Do you have some experience working in finance and want to develop further?

We have a rare and exciting opportunity for a Finance Assistant to join Moonshot, supporting the finance team in providing effective financial transaction and administrative support. The work you will do will be crucial to the work of the organisation, and therefore in the efforts to tackle online harms.

In this rewarding role you will work with the current finance team to provide a diverse range of financial services including invoicing, month-end accounting and reporting processes, monthly review of financial performance with budget holders, balance sheet reconciliations, processing cash books, monthly journals and accruals, year-end accounting processes, maintaining financial controls and supporting the audit processes.

You will be working within a team to ensure the finance systems and processes are up to date and accurate, in terms of both the financial data within the accounts and the administration of the finance set up within the system.

Responsibilities will include:

- Reconcile monthly supplier accounts;
- Coding and processing of accounts payable;
- Set up payments in banking software, and allocate payments to appropriate account;
- Multi-currency bank reconciliations;
- Supporting the finance team during monthly and quarterly invoicing processes;
- Ensure receipts and invoices are logged and stored for each project correctly;
- Liaising with the finance team and wider organisation 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;
- Supporting the finance team in preparing monthly and quarterly financial reports to clients;
- Other activities, as required.

Requirements:

- Attention to detail and highly organised;
- Ability to complete tasks within deadlines;
- Knowledge and experience of using Google Sheet as well as MS Excel;
- Finance/Accounting related qualifications;

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- Proactive and self-motivated;
- Tenacity in identifying and investigating inconsistencies;
- Excellent communication and interpersonal skills.

Desirable:

- Previous experience in a finance role;
- Qualified or working towards AAT level 2 or above.
- Experience of preparing for audits;
- Xero bookkeeping experience.

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

About Moonshot

Moonshot is a social enterprise which specialises in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and public safety issues.
- 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 the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

Working at Moonshot

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation 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.

Moonshot Values that drive and guide our work each and every day:

- **Optimism** – We are ambitious and daring about our ability to impact global problems with innovative solutions, and positive about people's ability to change. We value joy, while pursuing a serious mission.
- **Kindness** – We recognise the unique value of every single member of our team. We care for and support our colleagues, and cultivate a safe working environment for all. We empathise with victims of online harms as well as those at risk of perpetrating them.
- **Authenticity** – We root our work in evidence, and see the humanity behind online harms. We remember the people behind the data points. As we navigate fast-changing trends and increasingly complex environments, we stay true to our mission: one based on creativity, integrity, and hope.
- **Accountability** – We push ourselves to be personally responsible and hold ourselves and others to account in our work; we believe that trust and challenge can co-exist. When we make mistakes, we acknowledge them and find ways to improve. We provide autonomy and opportunity to our team as a pathway to personal growth and collective excellence. We incorporate ethics in all aspects of our decision making.
- **Excellence** – We use our deep regional knowledge and subject matter expertise to deliver high quality work. Where we don't have the knowledge or skills, we find those who do, and build collaborative partnerships.
- **Equality** – We recognise the harms caused by racial inequality and gender inequality globally and especially in our own sector. We commit to our own ongoing education. We actively take steps to dismantle these, and other forms of inequality, through our internal policies and through the delivery of inclusive, ethical and effective programming.

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Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

Benefits package:

- Individually tailored training and skills development package.
- 30 days (pro rata) paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Employee Assistance Programme providing access to mental health support.
- Generous maternity and paternity package.

Application process

To apply for this role please submit your 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?

How do you meet the requirements of this role?

Applications without a cover letter will not be considered.

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