

FINANCE AND COMPLIANCE OFFICER (DIGITAL RIGHTS ADVOCATES PROJECT)

<u>Responsible to:</u>	Finance and Operations Director
<u>Salary range:</u>	Up to £28,000
<u>Key relationships:</u>	Finance and Operations Director, Finance and Administration Officer, Project Coordinator
<u>Location:</u>	MLDI, the Foundry, 17 Oval Way, London SE11 5RR
<u>Duration:</u>	Fixed term contract until September 2021, subject to project funding
<u>Hours:</u>	37.5 hours (flexible), occasional evening and weekend work

The Media Legal Defence Initiative is a charity that provides legal defence to journalists, citizen journalists and independent media worldwide who are under threat for their reporting. MLDI runs a training programme to defend, promote and strengthen freedom of expression online in East, West and Southern Africa, by supporting legal communities with technical legal expertise to litigate digital rights cases. MLDI is looking for a highly motivated and energetic individual with a commitment to excellence and professionalism to join the team as Finance and Compliance Officer (Digital Rights Advocates Project).

Role Summary

Under this project, MLDI:

- (i) conducts litigation surgeries for lawyers in sub-Saharan Africa on litigating digital rights cases and accessing regional and international human rights mechanisms;
- (ii) fosters active and collaborative networks of lawyers, including through facilitating their engagement with sub-regional and international digital rights events and peer learning networks; and
- (iii) provides grants to national media defence centres and lawyers to ensure that online media, bloggers and journalists have access to skilled lawyers and receive legal representation free of charge.

In this role, you will be a part of the Finance and Operations team with particular responsibility for the financial administration of MLDI's Digital rights project and partnership grants, including ensuring compliance with funder requirements and supporting with budgeting for new funding opportunities for the project.

Main Responsibilities

1. Maintain day-to-day financial operations of the digital rights project, including accounts payable, accounts receivable/grants claims and general accounting functions (expense claims and staff advances); update MLDI's financial systems in a timely and accurate fashion using Sage 50 Accounts and other software as required.
2. Work with the Project Coordinator on the grant awards process, including assessment of concept notes and financial evaluation of full grant applications, conducting due diligence checks and assessing the need for additional substantive support to the grantee.
3. Financial administration of grants (both sub-awards and fixed amount awards), including gathering and reviewing interim and final reports from grantees, ensuring documents and records are complete and acting as the first point of contact for compliance related queries from grantees.
4. Support the Project Coordinator with due diligence and compliance issues relating to logistics of litigation surgeries and conferences.
5. Assist MLDI's Director of Finance & Operations with ensuring compliance with the financial, administrative and reporting requirements of the digital rights advocates project, including communicating requirements and deadlines to the relevant members of the team.
6. Assist MLDI's Director of Finance & Operations with project budget management, including amending of the budget as required, preparing budgets for new funding opportunities and preparing quarterly donor reports.
7. Carry out any other duties commensurate with the post.

Person Specification

Essential

- Educated to at least degree level and at least two years' experience working in a similar role within the charity sector.
- Proven financial accounting (including foreign currency transactions) experience with the ability to demonstrate excellent numerical and financial awareness.
- Previous experience working on USSG funded project and complying with 2CFR200.
- Experience of working on projects with partner organisations outside of the UK.
- Well-developed analytical skills (financial and operational) that demonstrate a meticulous approach to the review of data.
- Strong written and oral communication skills, excellent written and spoken English.
- Experience working independently and flexibly as part of a small team.
- Excellent interpersonal skills and a pleasant, diplomatic manner in interacting with colleagues at all levels and MLDI stakeholders.
- Passion and commitment to the mission and vision of MLDI.
- Right to work in the UK.

Desirable

- Knowledge of data protection regulations and experience of handling personal data.
- Experience of, and an interest in, international human rights, law, journalism and/or digital rights.

MLDI is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identity or age.

To apply, please submit your CV and a cover letter outlining how you meet the person specification to: recruitment@mediadefence.org by **31 March 2020**. Please reference your email "Finance and Compliance Officer".

*(Only shortlisted candidates will be contacted.)