



## **PROGRAMME FINANCE AND COMPLIANCE OFFICER**

<b><u>Responsible to:</u></b>	Finance and Operations Director
<b><u>Salary range:</u></b>	Up to £28,000
<b><u>Key relationships:</u></b>	Finance Team, Training Manager, Grants Team
<b><u>Location:</u></b>	Media Defence, the Foundry, 17 Oval Way, London SE11 5RR
<b><u>Duration:</u></b>	Permanent
<b><u>Hours:</u></b>	37.5 hours (flexible), occasional evening and weekend work

Media Defence is a charity that provides legal defence to journalists, citizen journalists and independent media worldwide who are under threat for their reporting. We run a local legal capacity building programme to defend, promote and strengthen freedom of expression online in sub-Saharan Africa, South Asia and other regions, by supporting legal communities with funding and technical legal expertise to litigate digital rights cases. We are looking for a highly motivated and energetic individual with a commitment to excellence and professionalism to join the team as Programme Finance and Compliance Officer.

### **Role Summary**

Under the local legal capacity building programme, Media Defence:

- (i) conducts litigation surgeries for lawyers in sub-Saharan Africa and South Asia on litigating cases on behalf of the media, including at 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 perform a variety of administrative and clerical tasks in the running of Media Defence's local legal capacity building programme, in particular project specific training programmes and partnership grants, including ensuring compliance with funder requirements and supporting with programme-related fundraising activities. You will be the first point of contact for beneficiaries of Media Defence's local legal capacity building and our staff team on compliance with donor terms.

## **Main Responsibilities**

1. Work with the Training Manager to organise litigation surgeries and conference attendance, including addressing due diligence and compliance issues arising in relation to logistics of litigation surgeries and conferences.
2. Work with the Training Manager 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. Work with the Training Manager to arrange project kick-off meetings, check-in calls, grantee convenings, and monitoring visits, including contributing to agenda and circulating relevant compliance related documents.
4. Provide substantive support to grantees to ensure they are compliant with donor terms.
5. Review interim and final reports from grantees, ensuring documents and records are complete, providing final financial assessment report to Finance and Operations Director for sign-off and updating Media Defence's administrative systems in a timely and accurate manner.
6. Assist with compliance and; financial, administrative and reporting requirements of projects, including communicating requirements and deadlines to the relevant members of the team, preparing and circulating budget v actual reports and drawing attention to any areas of concern.
7. Assist Finance & Operations Director with programme budget management, including amending of the budget as required and preparing quarterly donor reports.
8. Assist with project fundraising activities regarding local legal capacity building in South Asia, sub-Saharan Africa and other regions as may be necessary; including preparing budgets for new funding opportunities.
9. 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 USG (and other government) funded project; and compliance 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 Media Defence stakeholders.
- Passion and commitment to the mission and vision of Media Defence.
- [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.

Media Defence 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](mailto:recruitment@mediadefence.org). Please reference your email "Programme Finance and Compliance Officer".

Interviews will be held on a rolling basis and the post will be filled on identification of a suitable candidate.

\*(Only shortlisted candidates will be contacted.)