

LifeMosaic - Financial and Administrative Coordinator

2 days a week Salary - 20-24K pro rata
1 year contract – possible extension dependant on funding
Based in Falkland, Fife
Closing date: 5pm 13th November 2011
Interview date – 21st November 2011
www.lifemosaic.net / info@lifemosaic.net
To apply please download application form.

Short job description

Responsibilities will include: **Finance** - maintaining all financial systems including project grant management, financial reporting, book-keeping, record keeping, budgets, payroll. **Admin** – logistics and office management.

Organisation

LifeMosaic is a registered charity which supports indigenous peoples to defend their rights, territories and cultures. We do this by producing popular education resources for indigenous communities, and by facilitating the widespread distribution of these resources. LifeMosaic works across several counties with many partners. We are a small but busy organisation requiring a new team member to take the lead on financial management and day to day administration of the organisation under the supervision of the Executive Director.

Work to include:

- Financial management to include: financial record keeping; project grant management and financial reporting; expenses; preparation of budgets; facilitation of external financial evaluations; management accounts; payroll; banking; preparation of financial reports for board meetings and strategic planning.
- General admin to include: updating databases; film dissemination support; logistical support for organising film launches, field trips, workshops, international travel and events.

Essential Experience and Skills

Minimum 2 years relevant experience in financial management
Book-keeping experience
Excellent computer skills including high-level competence using Excel
Committed to LifeMosaic's work and values.
Excellent communication skills.
Ability to work with a long-distance team, unsupervised and to tight deadlines.
Highly organised and efficient.
Good analytical and problem solving skills.
An impeccable record of honesty and probity.

Desirable Skills and Experience

Grant-management and full cost recovery experience.
Knowledge of VT plus book-keeping package
Proven commitment to positive environmental / social change
Speaker of a Spanish, Indonesian or French