



Job Description

Job Title:	Finance & Administration Officer, Words into Action Project
Location:	London
Salary:	£19,000 per annum pro rata
Hours:	Part-time (8.75 hours per week)
Terms:	13 month contract (March 2012 – end March 2013)
Responsible To:	Project Coordinator
Reference:	FAO-2012-02

Background

Lumos is a registered charity working to transform the lives of disadvantaged children by facilitating the end of institutional care. We work to tackle poverty and disadvantage, to promote educational inclusion, child health and development, and to prevent child abuse and neglect in any part of the world.

Supported by the European Commission – and in partnership with local organisations in project countries – Lumos is undertaking an 18 month pilot project entitled “Turing Words into Action: Enabling the Rights and Inclusion of Children with Intellectual Disabilities in Europe”.

Aim of this project: to improve the life chances, inclusion, access to rights and social participation of children with an intellectual disability in Europe. To ensure that all children and young people with intellectual disabilities become fully participating and included members of their communities with genuinely equal opportunities to their peers and support proportional to their needs.

Project countries: Bulgaria, Czech Republic & Serbia.

Two strands of project activities will operate concurrently: National Action and Child Participation.

National Action

Through a series of three local meetings in each project country and two transnational meetings, each country will be supported to develop a National Action Plan (NAP) for the social protection and social inclusion for children with intellectual disabilities in national policy priorities.

Child Participation

A group of children with intellectual disabilities, both from residential institutions and family homes, will come together for a series of activities throughout the project. These activities will include consultation on the NAPs as well as events aimed at increasing the visibility and understanding of disability in local communities.

Job Purpose

The Finance & Administration Officer (FAO) will be responsible for financial reporting required for compliance with European Commission Grant. He/she will also offer administrative and logistics support to the project.

Role Summary

Duties include:

- Responsibility to ensure timely and accurate financial reporting to the European Commission in reference to the financial guidelines.
- Coordinate all logistics of the project.
- Provide secretarial support for steering group meetings and transnational workshops.
- Timely production of all required reports to European Commission, monthly reports to Project Coordinator.
- Manage the project budget, keep project activities to allocated budget lines and alert Project Management Team of early warning signs of expenditure.
- Provide administrative support to all project activities.

Person Specification

- Experience in financial management or accounting essential.
- Experience in financial reporting for EC-funded projects essential.
- Experience in large grant financial reporting highly desirable.
- Excellent computing skills, familiar with computing software, spreadsheets and financial reporting.
- Previous experience managing the logistics of complex international events desirable.
- Meticulous attention to detail.
- Excellent organisational skills with the ability to prioritise.
- Strong knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Ability to work well in a team and to apply initiative.
- A hands on and flexible approach to a very varied role with previous experience in similar role essential.

How to Apply

To apply for this position, please submit the following documents:

- A covering letter explaining your reasons for applying and how your experience is relevant to the post (please refer it to the person specification of the job).
- Your curriculum vitae (two pages maximum).
- Details of two referees, including a recent employer (to be consulted at the later stage of recruitment).
- Equality and Diversity Monitoring Form (please download, complete and return the form on our website to help us monitor our commitment to diversity).

Please send them by email to jobs@lumos.org.uk, with the reference in the subject line, before the closing date in order to be considered for the shortlist. Alternatively you can post it to Human Resources, Lumos, 12-14 Berry Street, London, EC1V 0AU quoting the reference in your cover letter.

Closing date for applications is 5pm on Friday 17 February 2012.

Please help us monitor the effectiveness of advertising sources by clearly stating where you first learned about this vacancy.

With a view to minimising our administration costs we are unfortunately only able to contact those candidates that have been shortlisted for interview.

All applications will be considered on merit. All applicants must have the existing right to work in the UK. Lumos requests no contact from agencies. Lumos is an equal opportunities employer.