

**JOB DESCRIPTION**

<b>Job Title:</b>	Finance Analyst- Intern
<b>Location:</b>	London
<b>Reporting to:</b>	Finance Director
<b>Key relationships:</b>	Finance Controller; Country Finance Managers, Programme Managers Fundraising team
<b>Salary:</b>	£20,963 gross per annum (London living wage)
<p><b>Background</b></p> <p>Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.</p> <p>Our internships offer the opportunity for graduates to further their career goals, while helping Saferworld combat the root causes of international conflict.</p> <p>As many graduates discover, salaried opportunities are limited, especially in the non-governmental sector, without work experience. Saferworld internships offer the opportunity to gain excellent work experience, considerably increasing employment potential. Former interns are working in leading NGOs, government departments, parliament and academia.</p> <p>Saferworld's internships last for a minimum of 6-12 months and are full-time. The length of the internship reflects the importance Saferworld places on the development of skills and experience, which will maximise future employment potential.</p> <p>The organisation's income is circa £20 million from about 40 donor contracts from governments, the EC and other bodies. Our head office is in London and we have offices in East Africa, Central Asia, Yemen and South Asia, and as well as working through partners in Eastern Europe and other locations.</p> <p>Saferworld has undergone rapid growth in the last 5 years, doubling in size. As a result its operations and funding has become more complex. There is therefore an increasing need for sophisticated financial analysis to aid management and decision making.</p>	
<p><b>Job Purpose:</b></p> <p>The Intern will support the finance team with the delivery of critical finance business functions and services and assist with the maintenance of sound financial processing systems. S/he will also be responsible for supporting reporting and decision-making processes through the provision of financial analysis and modelling. S/he will assist the financial controller and the finance director by providing up-to-date management information and, through a business partnership approach, assist programme managers and other users in the financial management of their programmes</p>	
<p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Assist in the development of strong finance processing and reporting system and support</li> </ul>	

- the finance team in the provision of up-to-date management information;
- Support the finance team by producing analysis in support of joint projects and critical decisions, share lessons and build capacity for problem solving
  - Support programme managers by producing financial analysis and reports to help them understand and manage their project finances
  - Support the finance team in delivering excellent customer service, collect data and produce analysis to aid the measurement of performance in this area.

**Team development and relationships with colleagues**

- Develop strong relationships with colleagues in Finance and other departments. Create a 'problem solving' environment in day-to-day interaction with colleagues
- Focus on knowledge building with Finance staff in Sun, Excel, and donor reporting systems
- Build knowledge and produce analysis to aid understanding of complex areas of finance and reporting in order to improve overall financial management

**PERSON SPECIFICATION**

**Required**

- A first degree in accounting, economics, business studies, Information management or similar fields.
- Strong analytical and problem solving skills
- Good quantitative and excel skills
- Good people skill and ability to build strong relationships and partnerships across finance and other departments
- Ability to learn quickly and adapt to changes
- A valid UK work permit

**TERMS AND CONDITIONS**

**Duration:** Six months renewable  
**Holidays:** 28 days a year  
**Pension:** 9% contribution to a personal pension fund  
**Salary range:** £20,963 gross per annum (London living wage)  
**Hours:** 37.5 hours per week

**APPLICATION PROCESS**

**To apply:** Please complete an application form and email to the HR team at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (using subject heading: Ref: FII).

Deadline for applications: 1 March 2020