

Management Accountant, London
12 Month Fixed-Term, Possibility to Extend

Role Profile

June 2021

<p>ORGANISATION</p>	<p>The Global Disinformation Index (GDI) is a global not for profit organisation dedicated to reducing online disinformation by identifying and labelling domains with a “risk of disinforming” rating. Our goal is to create a world where we can trust what we see in the media.</p> <p>Why work for GDI?</p> <ul style="list-style-type: none"> ● Purpose driven organisation with a growing record of social impact ● Flexible working hours, family friendly culture ● Environment that supports personal growth
<p>3 PILLARS</p>	<p>GDI is built on three pillars:</p> <ul style="list-style-type: none"> ● Independent: The GDI is not for profit and diversely funded. It exists solely to assess online publishers’ risk of disinforming their readers ● Neutral: The GDI is apolitical, global, and evidence-based. ● Transparent: The GDI’s rating criteria, index methodology, and detailed assessments will all be public, auditable, and disputable.
<p>BEHAVIOURS</p>	<p>We continually strive to model the following behaviours in our interactions with others:</p> <ul style="list-style-type: none"> ● Positivity: Problem solver, not problem raiser. ● Responsibility: Make it your problem - if it’s not right, fix it. ● Trustworthy: Make sure others can depend on you - If you say you are going to do it, do it. ● Respect: treat everyone, especially those with whom we disagree, with courtesy and respect.

<p>MAIN RESPONSIBILITIES</p>	<p>Responsible for ensuring that the accounting operations of our organisation run smoothly (we have three legal entities in the UK, US, and Germany so you must enjoy FX challenges!). Support the Finance Manager and broader Leadership Team with financial forecasts, scenario modelling, ongoing funder reporting, preparation of budgets for prospective funders, and ad hoc financial analysis. To include:</p> <ul style="list-style-type: none"> ● Providing accurate and sound management reporting to assist with key decision making; ● Producing clear cash flow forecasts to help with timing of our growth plans; ● Gathering and interpreting information to evaluate the efficiency of financial procedures; ● Making recommendations for best practice financial processes (charity and/or not for profit experience would be helpful here); ● Managing our FX exposure by reviewing upcoming inflows and outflows in GBP, USD and EUR and ensuring we have currencies readily available at best rates; ● Responsibility for preparing and filing statutory accounts alongside our outsourced accounting advisors in the UK, US and Germany; ● Preparing monthly, quarterly and annual financial reports for funders; ● Preparing budgets for applications to prospective funders; ● Guiding the outsourced book-keeper where needed (eg VAT returns, which Xero tracking codes to use).
<p>EXPERIENCE AND QUALIFICATIONS</p>	<p>Required:</p> <ul style="list-style-type: none"> ● Based in the UK. ● Minimum of Part Qualified Accountant (CIMA, ACCA, ACA or other recognised qualification) ● Strong mathematical and analytical aptitude. ● Strong Xero skills (multicurrency, setting up custom reports from scratch) ● Advanced user of Excel (Pivot Tables, Charts & Chart Analysis, Macros) ● Detail oriented, reviews own work first, takes pride in neat and clear presentation ● Ability to work independently with minimal supervision. ● Comfortable working with a globally distributed, fully remote team and using common collaboration tools, i.e. Slack, GSuite

	<p>Preferred:</p> <ul style="list-style-type: none"> • PowerBI skills (will work alongside our outsourced dashboard developer, spotting inconsistencies, resolving issues). • Stays abreast of developments in financial and accounting softwares. • Concise, effective writer and communicator.
LOCATION:	Remote. Based in the UK, working from home and/or a co-working space (paid for by GDI). Competitive salary based on skills and experience.
REPORTING TO:	Finance Manager
HOURS:	0.6FTE, with potential to increase hours as funding permits. There is flexibility on our side as to the exact days. Some flexibility for cross-time zone communication is asked of you.
<p>To apply, please send your resume by email to: jobs@disinformationindex.org Please state “Application for Management Accountant” in the subject line.</p> <p>ALL APPLICATIONS DUE BY 20 July 2021</p>	