



## Finance Officer – Job Description

### About The Death Penalty Project

The Death Penalty Project (DPP) is a non-profit organisation based at the London law firm Simons Muirhead & Burton LLP (SMB). Our main purpose is to promote and protect the human rights of those facing the death penalty in all jurisdictions, with particular reference to those countries which retain the Judicial Committee of the Privy Council in London as their final Court of Appeal and other Commonwealth countries (Caribbean, Africa and Asia).

Our main activities include:-

- 1. Litigation** – broadly, this involves seeking legal restrictions and securing lawful alternative sentences to the death penalty; challenging serious miscarriages of justice; protecting vulnerable individuals; and, supporting foreign nationals charged under unfamiliar regimes.
- 2. Capacity building** - enhancing expertise of mental health (forensic experts) and legal professionals (members of the judiciary, defence lawyers and prosecutors) in local jurisdictions on issues relating to the death penalty through training activities and provision of resource material.
- 3. Publications and research** – commissioning and producing original studies to raise awareness of criminal justice and human rights issues relating to the death penalty.
- 4. Consultation and dialogue** – providing expert advice and information to governments and key stakeholders to promote better-informed debates.

### Job Description

<b>Position:</b>	Finance Officer
<b>Position reports to:</b>	Deputy Director
<b>Duration of contract:</b>	Permanent, subject to 3 months probationary period
<b>Hours:</b>	Full time 9:30am to 5:30pm (one hour for lunch).
<b>Salary:</b>	Circa £35,000
<b>Holiday entitlement:</b>	25 days plus UK bank holidays
<b>Pension:</b>	5%
<b>Location:</b>	Central London (or home-based when necessary due to government guidelines relating to the COVID-19 pandemic)

## **Key responsibilities**

### **1. Financial management and administration**

- Preparing monthly organisational management accounts
- Assisting in annual organisational budget preparation and monthly monitoring of variances
- Assisting in annual audit preparation
- Day to day book-keeping and financial administration, including, staff expenses and claims, and contractor/third party invoicing, recording all receipts
- Processing and administering bank payments
- Working with the Senior Leadership Team on funding application budgets
- Working with Deputy Director and Project Officer to track project expenditure and to coordinate invoices; assist in preparing project expenditure forecasts
- Producing project and donor financial reports
- Working with the Deputy Director to ensure financial processes are effective and ensure reconciliation of bank and other DPP accounts
- Any other duties as so directed in connection with the finance system processes

### **2. General tasks**

- Attend and participate in Board meetings and Sub-Committee meetings as required
- Undertake any other tasks that are appropriate to the role and which reflects the need of the organisation

## **Experience and Qualifications**

- A minimum of two years proven experience in a bookkeeping and/or financial administration role
- Familiarity with Xero (or other) accounting software
- Experience of preparing monthly management accounts, including analysis
- Previous experience in the charity sector and/or supporting international projects
- Flexible approach to managing and prioritising a high workload and multiple tasks with tight deadlines
- Strong ICT skills, in particular MS Excel (database and spreadsheet experience) and Word processing
- Exceptional organisational skills
- Excellent written and verbal communication skills
- Ability to work in a self-servicing environment and in a small team; Pro-active approach with a 'can-do' attitude
- Permission to live and work in the UK

**To apply** please send your completed CV and covering letter to [recruitment@deathpenaltyproject.org](mailto:recruitment@deathpenaltyproject.org) by 9am 15 February 2021. Only shortlisted candidates will be contacted and invited to an interview.

**The Death Penalty Project is committed to equal opportunities**