

**Vacancy:** Project and Finance Officer

Thomson Foundation, full-time

*Location:* London, UK

*Mode:* Hybrid

*Deadline:* 20 May, 2025

### **About the employer**

**Thomson Foundation** is an internationally recognised organisation dedicated to fostering media freedom and quality journalism worldwide. By providing training, consultancy, and project management, we support media professionals in developing their skills and improving journalism standards. We are currently looking for a **Project and Finance Officer** to join our dynamic team in London and contribute to our mission of promoting free, fair, and ethical journalism.

### **Role Overview**

The **Project and Finance Officer** supports project activities and the daily operations of Thomson Foundation. The role contributes to the effective and efficient functioning of the Foundation by providing administrative and financial support across all stages of project work, from development to implementation, while also assisting with the core functions of the London office.

### **Main Responsibilities**

Your duties will include (but are not limited to) the following:

#### ***Project Support***

- Support new proposals submission with project references, due diligence and other administrative information as requested.
- Draft and monitor institutional, philanthropic and direct to media project budgets
- Track and report on project expenses, ensuring adherence to procurement procedures and organisational policies
- Monitor changes in regulation and support in updating workflows, procedures and organisational policies
- Draft and distribute project documentation, schedule meetings, and track deliverables
- Update project plans and timelines, highlighting bottlenecks or concerns to senior staff
- Keep a record of internal project metrics/KPI data on a complete, timely and accurate manner and provide regular reports to the team.
- Ensure that all the project financial/operational data and documentations, including feedback forms from participants are properly filed in our information systems and easily accessible to relevant stakeholders

- Co-ordinate administrative support for UK-based training and TF programmes when needed, including logistics, international travel and accommodation.

### **Finance support**

*Under supervision of the director of finance, undertake financial tasks, when required and in support of the Office and Team Administrator:*

- Processing BACS/international payment
- Maintaining payment and sales invoice registers,
- Check invoices and expenses for accuracy,
- Prepare monthly input documentation for posting to ledgers, financial reconciliations
- Liaise with TF's bankers on payments, to collect/deposit cash or cheques etc.
- Help prepare for quarterly Trustee Board meetings and the annual audit, ensuring all relevant project documentation and financial filings are complete.

### **Administration**

In support of the Office and Team Administrator:

- Maintain and organise electronic records and databases, ensuring collaboration tools (e.g. Dropbox, Teams, SharePoint) are kept up to date.
- Assist in creating and documenting operational procedures, policies and standards for various foundation activities, such as training, consultancy, etc.
- Keep the Foundation's contract templates up-to-date to comply with the latest laws. *(This does not require legal knowledge to draft contracts but a general awareness of changing laws to advise managers when amendments are required)*
- Identify and research potential new suppliers, negotiate favourable terms and pricing on behalf of the Foundation.
- Record minutes for Board of Trustees or internal management meetings, as required.
- Assist with the organisation and execution of events, such as workshops and conferences.
- Support the recruitment and supervision of administrative staff.
- Manage stock control and office supplies, maintaining seamless daily operations.
- Provide cover for administrative support and undertake additional office-related tasks as needed to support the Foundation's mission.

### **Requirements:**

- Minimum of two to three years of experience in a project administration or financial role within the media development sector.
- Proven experience in drafting, reallocating and monitoring project budgets
- Good knowledge of financial processes (e.g., invoicing, payment processing) is an asset
- Strong attention to details and experience in maintaining accurate records

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and collaboration tools (DropBox, Teams, SharePoint, etc.)
- Excellent organisational skills with the ability to time manage self-sufficiently, prioritise workloads, and meet deadlines
- Excellent written and verbal English communication skills, including minute-taking. Fluency in any other language is an asset
- Flexible, resourceful, and proactive approach to problem-solving
- Master's degree in project management, international relations, journalism, communications or a related field, is preferred.

### What we offer

- Competitive salary based on experience
- Hybrid work model: combination of office days in central London and work from home
- A supportive and collaborative work environment
- Collaboration with colleagues from different culture operating in many parts of the world.
- Become part of a purpose driven organisation.

### How to Apply

If you are interested in joining our team, please submit your CV and a brief cover letter outlining your relevant experience and why you are a great fit for this role by **20 May, 2025** to [jobs@thomsonfoundation.org](mailto:jobs@thomsonfoundation.org).

Thomson Foundation is an equal opportunity employer. We encourage applications from all backgrounds and are committed to creating a diverse and inclusive environment. We look forward to hearing from you!