



INTERNATIONAL FEDERATION  
OF LIBERAL YOUTH

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**Closing date:** 22<sup>nd</sup> of June

**Job Title:** Financial Coordinator

**Working For:** International Federation of Liberal Youth

**Location:** London

**Salary:** £8.30 - £9 per hour (15 hours per week)

**Job Details**

The International Federation of Liberal Youth (IFLRY) has a part-time executive role available at its Secretariat in central London. The starting date is 11<sup>th</sup> of July, or by agreement with the Office. IFLRY is an international youth organization seeking to 'globalize' freedom in the world. We are a full member of Liberal International and are currently sharing our offices together. IFLRY holds consultative status with several United Nations organs, is a vital player in the Council of Europe youth sector and a full member of the European Youth Forum. IFLRY is the oldest international liberal youth organization in the world, founded in 1947.

The coordinator will be working closely with IFLRY's full-time Executive Director. If you're dynamic, team-oriented, upbeat and responsible, then read on and apply!

**Your portfolio will include the following tasks:**

**Finances**

- Offline and online (Xero) bookkeeping
- Following the budget of IFLRY closely and advise the Bureau and the Executive Director on budget related matters, together with the Treasurer
- Ensure administrative updates around the bookkeeping

Audit support (once per year)

**Website management**

- Uploading documents on the website
- Keep a close communication with responsible Bureau members on website related matters
- Support other social media developments (Facebook, Twitter)



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### **Project reporting and application**

- Following deadlines for applying and reporting
- Collecting all the documents needed for application and reporting
- Following closely the expenditure of the grants

### **Grants**

- Exploring and summarizing new grant opportunities
- Identifying eligible grants for IFLRY
- Lead the conversation on new grant opportunities
- Develop applications with the support of a team

### **General tasks**

- Assist the IFLRY Executive Director and IFLRY in general
- Cooperate with the other employees and be part of a team
- Maintain databases, contact members and partners
- Perform administrative tasks assigned by the Executive Director
- Possibility of representing IFLRY at partner events



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### Your profile

- UK National, EU member state or Commonwealth citizen with a valid work permit in the United Kingdom
- Preferably working towards or completed a Bachelor's or Master's degree in a related field (however we are open to all applicants)
- Close to or native English language skills, any additional language skills will be considered an asset
- Proven experience in accounting and financial management is considered an asset
- Excellent understanding of common IT systems and packages, especially Microsoft Excel, Word, Power Point etc. Additional skills in graphic-design software would be a benefit
- Experience in website maintenance, having worked with Wordpress would be a benefit
- Available to work during evenings and weekends if needed

### We offer

- 1-year contract, renewal is a possibility
- Work in central London at Whitehall, next to Westminster and Embankment Tube Station
- An international network both in the youth and adult field
- Dynamic working atmosphere
- Flexible working hours
- Environment focused around constant learning

**Closing Date: 22.06.2017**

### Interview/Start Dates

Please note that you should be able to start work on 11<sup>th</sup> July. Interviews will take place in the Secretariat or via Skype in the week 26<sup>th</sup>- 30<sup>th</sup> June.

### Application Details

Please send us your CV and a motivation letter (maximum of 350 words). Applications should be sent to [office@iflry.org](mailto:office@iflry.org).