

JOB DESCRIPTION – STAFF ACCOUNTANT

Role	Staff Accountant		
Reports to	Director of US Operations (dotted line to Global Finance Manager based in UK)	Direct reports	None
Budgetary responsibility	None	Resource responsibility	None
Safeguarding	None	Key relationships	US Exec Director, US Director of Operations, Chief Operating Officer, Global Ops team and Finance Manager
Contract	Full-time or part time, 30-40 hours per week	Location	Hybrid- Washington D.C. / D.C. metro area highly preferred
Salary	\$50,000 - \$65,000 per annum	Level	Level 6, Coordinator

About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponized hate, polarization, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Paris and Washington DC.

Role Purpose

The **Staff Accountant** is responsible for supporting in the smooth delivery of day-to-day financial operations at ISD-US. In close partnership with the Global Finance Manager, the Director of Finance, the Director of US Operations, and other members of the broader global finance team, this individual will contribute to successful financial management of the organization as well as supporting with general operations tasks.

An ideal applicant will be a good communicator, have a problem-solving mind-set and a can-do attitude, as well as a non-profit finance background or a desire to build a career in finance. They should be approachable and able to work independently, while also being capable of taking direction. Success in this role will require exceptional organizational skills, technical skills and strong attention to detail. This individual will be required to be efficient, flexible, and able to prioritize a range of tasks to help keep ISD's US finance and administration working smoothly.

Responsibilities

- **Financial Management**
 - Manage accounts payable and receivable through QuickBooks Online

- Handle banking transactions/payments, including routine bank reconciliation
- Support in the management of our ISD US payroll system
- Support in our annual Audit and tax filings including 990 and 1099, ensuring compliance with US GAAP
- Support in preparing for annual US government audits
- Liaise with State and Federal departments and our CPA where necessary
- Prepare monthly financials and forecasts for the Executive Director and global team
- Manage company cards and support team with expense processes, reconciling credit cards and any other financial administration
- Provide expense management support to the US senior team
- **US Operations Support**
 - Support the Director of Operations in developing and implementing new operations policies and procedures as needed
 - Support the Director of Operations with any administration, projects, or ongoing operational tasks
 - Assist with general ad hoc administration requests as needed as assigned by the US Director or the Executive Leadership Team

PERSON SPECIFICATION

Expectations

We expect all staff, consultants, and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity, and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable.
- Carry out their duties in accordance with ISD's policies and procedures.
- Adhere to risk management and security instructions at all times.

Our commitment to Equality, Diversity and Inclusion

We endeavour to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organisational culture. We welcome all applications – regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age and sexual orientation and identity. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	● Personal integrity ● Focus on quality
Collaboration	● Respect for others ● Commitment to the team
Agility	● Efficiency and effectiveness ● Problem solving

Courage	• Strategic thinking • Growth mindset
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Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	• Relevant degree or accounting qualification • Strong written and spoken English. • Strong working knowledge of MS Office suite of products (Outlook, Teams, Word, Excel, PowerPoint).	CPA • Qualification or relevant experience in office management, administration and/or operations. • Good tech literacy and ability to troubleshoot basic problems on PCs and Macs
Experience	• Experience using an accounting software • Prior experience delivering good customer service. • Experience in handling confidential information.	• Experience managing total rewards and compensation • Relevant non-profit finance and operations experience. • Experience with US government funded grants and audits • Experience using any ISD vendor software: QuickBooks Online, Dext, Lightyear, TravelPerk, Ramp, Justworks
Skills	• Excellent attention to detail with ability to work to tight deadlines. • Organisational skills and able to balance a number of competing priorities. • Proactive, can-do attitude. • Comfortable working as part of a team but able to work independently. • Willingness to learn. • Personable, friendly and helpful disposition.	
Additional requirements	N/A	N/A