

Recruitment - Business Development & Finance Team

Job Title: **Finance Coordinator**

Start Date: October 2018

Summit date: April 2019

Application deadline: 28 September 2018

Remuneration: **Voluntary**

**** Applicants must be currently enrolled in LSE ****

About the LSE Africa Summit

The LSE Africa Summit is a two-day conference focused on addressing the salient issues facing the African continent. It brings together political, research and business leaders – those pushing Africa to the forefront of the global agenda – to engage with the pertinent themes of health, education, business and governance on the continent. This year, the keynote was delivered by H.E. Nana Akufo – Addo, the President of the Republic of Ghana. More information on the summit can be found at <https://lseafricasummit.org/>

About the role

As a Finance Development coordinator, you will work alongside the rest of the Business Development & Finance team to develop the fundraising strategy. You will be primarily responsible for creating, planning and managing the Summit budget, and will be the main point person overseeing all finance related matters for the Summit. In addition, should the fundraising strategy include ticket income, you will be responsible for working with LSE partners to set up the event ticketing system.

Key responsibilities

- Work alongside the Business Coordinators and the Head of Business Development & Finance Director to develop the fundraising strategy and assess the funding gap
- Create the Summit budget
- Provide progress reports on the status of Summit finances
- If the event is ticketed, create ticket pricing models and set up the event ticketing system
- Ensure the Summit team understands their responsibilities as it relates to Summit finances
- Manage Summit expenditures
- Keep a central record of all committed income and expenditure
- Enforce discipline on all finance related matters

Key abilities of the applicant

- A relationship builder, collaborator and team player

- Excellent attention to detail
- Strong quantitative skills including proficiency in excel. Modelling experience is a plus
- Great initiative and proactiveness (a self-starter)
- Strong communication and organizational skills
- Excellent time management skills to balance your studies with a full-time commitment to Summit responsibilities
- Ability to perform well under pressure, in a fast-paced environment

Why should you apply?

- This role provides an excellent opportunity to sharpen your financial, negotiation, business management, project management, problem solving and leadership skills, all valuable to most employers
- An opportunity with network with business leaders within prominent organizations and at the LSE. You will also have the opportunity to engage with pioneering research personalities and policy makers across different sectors throughout Africa
- Enrich your knowledge on Africa's most pressing issues, while obtaining substantive work experience on issues related to the continent
- Build important relationships who could potentially become your mentor, colleagues and peers
- Remain close to the industry, developing and influencing high-level contacts
- Be part of an engaged and ambitious team to enrich your LSE experience

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to africasummit@lse.ac.uk by 28 September 2018.

Thank you for your interest. We look forward to hearing from you!

NB: We would like to stress that this is a demanding role and whoever is applying for this must be committed and dedicated to the summit and the workload attached to this role. As we are all students and have our academics to focus on, it is important that the candidate is aware of the time demand for this role and must be able to effectively manage his/her time so that neither the summit nor academics negatively impact on the other.