

Finance Manager

Location: Hybrid (home-working / London office)

Start date: as soon as possible

Role: Permanent

About the Green Finance Institute (GFI):

Founded in 2019 to accelerate the deployment of finance towards a net zero and resilient economy, the GFI is an independent, commercially focused and philanthropically-financed organisation, seed funded by the UK Government and the City of London Corporation.

The GFI has already established a leading and differentiated position based on a distinct strategy of identifying impactful interventions to unlock barriers to deploying capital at pace and scale towards sector specific, real-economy outcomes such as the energy efficiency of buildings, decarbonisation of road transport, nature-based financial solutions, international carbon markets and developing markets' climate smart infrastructure.

Through both creating and managing networks of dynamic decision makers across financial services, policy, business, academia and civil society, the GFI is renowned for its practical financial expertise, efficient project execution and generous collaboration, increasingly positioning the organisation as a partner of choice for both policy-makers and market participants to connect political ambition and industry objectives with well-designed solutions for the financial sector both in the UK and overseas.

You can find out more about the Institute on our website:

www.greenfinanceinstitute.co.uk

What's the role?

This is very much a hands-on role, and to be successful you will need to actively build relationships with all areas of the business, collaborating on numerous projects with multiple delivery partners. The GFI group of companies is currently made up of four UK companies, and two overseas entities:

- Green Finance Institute Ltd (not-for-profit company limited by Guarantee) 50 staff
- GFI PMO Ltd (housing the Taskforce for Nature-related Financial Disclosures) 30 staff
- GFI Europe Operations Ltd - currently operations in Denmark (Branch office) and Spain (Association) 5 staff
- GFI Solutions Ltd (VAT registered subsidiary)

Working as part of the central operations team and reporting to the Head of Finance and Operations, the ideal candidate will have previously worked in a business or finance management role in a small international company, an NGO, or multi-national public sector and have in-depth experience of budget management, forecasting and compliance.

Key duties

- Develop and oversee the annual budgeting process for GFI and all subsidiaries. You will work closely with different business units, programme leads/directors, to align budget allocations with GFI's goals and objectives.
- Develop and keep updated a central forecast of income and expenditure, and working with the Accounts Payable Manager on the cash flow forecast for all companies.
- Ensure that accounting activities are in line with GFI's accounting policies and procedures.
- Develop effective relationships with key stakeholders, taking a proactive approach to ensure that forecasts contain reliable and current data, providing an accurate picture of the current funding position.
- Liaise with senior leaders on staffing allocations to ensure they are in line with budgets and reflected in our timesheet management resource system.
- Prepare timely and accurate financial reports for programmes, using a consistent and standardised approach, highlighting risks or concerns and providing recommendations for managing these.
- Use your financial knowledge and insights to provide options and solutions to funding challenges.
- Provide guidance and support to programme staff and business units on best practice in financial management, budget monitoring and grant compliance.
- Liaise with external accountants to prepare monthly management accounts and annual financial statements.
- Liaise with external auditors and develop any follow-up action plans.

- Develop effective relationships with the Grant Accounting Manager and Accounts Payable Manager to ensure co-ordination of data for all reporting and central budgets and forecasts.

This is an exciting and fast paced role and presents the opportunity for you to develop and shape this area of work. You must be willing to work flexibly and take on additional duties, as required as part of a small team.

Essential experience

- Professional accounting qualification (e.g. ACCA, CIMA) – or able to demonstrate significant prior experience;
- Strong analytical and problem-solving skills, with the ability to interpret financial information and communicate insights effectively to a diverse audience;
- Detail focused, with strong time management skills, able to prioritise and manage multiple tasks simultaneously;
- Expert Excel skills with the ability to develop advanced formulas, functions and macros to manipulate and analyse data;
- Ability to forge strong and effective relationships with colleagues;
- General financial management skills, including operational AP and AR, as well as general taxation, gained within both commercial and not-for-profit organisations;
- Prior experience in managing finances and complex multi-year projects involving multiple delivery partners;
- Experience of financial forecasting and planning to support a multi-funder initiative;
- Experience collating management information for senior leaders and other governance bodies;
- Accounts preparation for audit purposes and adjustments;
- Experience of working with timesheet systems to effectively allocate staff costs to grant funders;
- Previous experience of developing a wide range of operational and financial policies and ensuring that these are regularly monitored for compliance;
- Ability to handle confidential and sensitive material;
- Ability to deliver to multiple tight deadlines, re-prioritise and multi-task, whilst maintaining quality;
- Adaptable and comfortable working autonomously with little supervision;
- Professional and confident in engaging with the team members, as well as external stakeholders at all levels of seniority; and

- A strong independent work ethic - ability to flourish in a dynamic and demanding work environment as a member of a high-performing, globally distributed team.

Desirable Experience

- Prior experience of managing grant-funded programmes;
- International not-for-profit or fintech/greentech experience; and
- Interest or experience in sustainability or collaborative international initiatives.

The GFI is headquartered in London, but the role can be carried out remotely with occasional meetings in London. As part of a small team, you will also need to be flexible and willing to undertake tasks to support the wider activities of the Institute, when required. This will allow you to gain exposure and experience in a range of other operational areas.

If this sounds like you:

Please apply by submitting your CV and a short cover letter (of no more than one page). Your cover letter should include details of:

- your relevant work / educational experience.
- how you meet the broader requirements of the role.

CVs without a cover letter will not be considered.

The closing date for applications is **9am on 28th May 2024**. Please submit your application to recruitment@gfi.green

Please note:

- *If you do not already hold the right to work in the UK and/or require sponsorship in order to continue working here, you should think carefully before applying.*
- *The Green Finance Institute is an equal opportunity employer and we value diversity. If you are invited to interview and need any reasonable adjustments during the interview process, please let us know.*