

## Grant Accounting 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](http://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. The Grant Accounting Manager will manage the budgeting, reporting and compliance processes for all grants across GFI and its subsidiaries, as well as the procurement and contracting of purchased services, and work with some areas of the business as their finance partner.

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 project 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 procurement. You should also be commercially experienced and comfortable in reviewing contracts and agreements.

### **Key duties**

#### Grant management

GFI and its subsidiary companies are predominantly funded by grants from philanthropic, central and local governments in the UK and overseas. The Grant Accounting Manager will provide support for all financial aspects of the grant management processes to include:

- Manage the grant budgeting process, including developing budgets as part of the grant application process.
- Maintain a pipeline of grant funding opportunities
- Liaise with funders for onboarding and due diligence processes, reviewing grant agreements, agreeing disbursement schedules, etc.
- Develop a standardised approach to all grant budget requests and maintain a central register of all grants and their reporting and disbursement schedules.
- Oversee the accounting and financial report for grants
- Expenditure is monitored effectively with reporting to funders and internal programme teams.
- Grant claims are made in a timely manner, and where appropriate, grant claim invoices are prepared and issued.

### Procurement/contracting

The Grants Account Manager will ensure:

- Compliance with grant funding requirements and company policies for all procurement across the group of companies.
- Review the procurement policy and procedures for GFI and its subsidiary companies ensuring that they conform with current best practice.
- Support colleagues by understanding their procurement needs and provide guidance on best practice.
- Provide colleagues with support for Request for Proposals process.
- Coordinating the contracting process including reviewing contract terms and conditions, liaising if appropriate with external lawyers

### Finance Partner

The Grants Accounts Manager will be the main point of contact for some specific programmes or business units. Through regular reviews they will provide support on budget management, forecasting and monthly reporting to feed into grant, department and organisational budgets.

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**

- Previous experience in grant accounting or financial management - preferably in a not-for-profit, charity, or local authority;
- Advanced Excel skills, ability to compile and manipulate data to support reporting to funders;
- Experience of managing procurement processes - working at all stages to comply with strict grant funder requirements, including drafting RfPs and contract development and management;
- Experience in managing and resolving operational issues, including with contractors and third parties;
- General accounting experience in accounts payable, accounts receivable, bank reconciliations etc, to help support colleagues during peak times or to provide holiday support;
- 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; and

- Professional and confident in engaging with the team members, as well as external stakeholders at all levels of seniority.

### Desirable Experience

- Accounting/finance qualification;
- Project management experience;
- Experience of UNDP/reporting formats;
- 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 28<sup>th</sup> May 2024**. Please submit your application to [recruitment@gfi.green](mailto: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.*