

Job Description

Job title	Project Finance Manager
Location	Tree Aid, Bristol Office
Contract type	Permanent, hybrid working, 1 day per week in Bristol office with some travel to East & West Africa
Working hours	35 hours per week
Salary	£46,853 + benefits
Reporting to	Head of Finance & Resources

Aim To provide effective financial control of Tree Aid's project finances with processing and reporting delivered on time and accurately, in line with donor requirements.

Objectives

- Provide the Senior Management, the Programmes Team and other relevant staff with reliable and timely financial information and analysis of project finances.
- Develop project budgets, manage adequacy of cost recoveries and support accurate and timely donor reports.
- Provide oversight of and support to Tree Aid's overseas entities on finance reporting, systems, internal and external audits, procedures and resources.
- Support overseas teams to ensure that Tree Aid's overseas entities meet all donor and legal requirements and follow organisational policies.

Main tasks

- 1 **Provide the Senior Management, the Programmes Team and other relevant staff with reliable and timely financial information and analysis of project finances (20%)**
 - 1.1 Present regular and timely project financial management information to the Finance & Programmes Teams and to Senior Management.
 - 1.2 Ensure the completeness, accuracy and timeliness of donor financial reporting.

1.3 Prepare and distribute regular monthly project budget vs actuals (BVA) reports, reviewing variances, identifying risks and escalating concerns to ensure informed financial decision-making and effective budget management.

2 Develop project budgets, manage adequacy of cost recoveries and support accurate and timely donor reports (50%)

2.1 Support the Institutional Fundraising Team with project budget reviews, ensuring adequate cost recovery, realistic assumptions, timely input and approval.

2.2 Assist the UK Head of Finance with the development, documenting and implementation of project budget and project financial systems and procedures.

2.3 Oversee timetables for donor financial reporting, funder invoicing, and debtor collection, liaising with appropriate staff to ensure deadlines are met.

2.4 Coordinate data input from overseas entities' & implementing partners ensuring smooth information flows that support project reporting, ensuring that information is up to date and accurate.

2.5 Ensure that project financial records for all projects are reconciled to the financial project/fund records in XLedger promptly each month.

2.6 Maintain and keep up to date project life financial records.

2.7 Ensure effective control of project partner grants, partner expenditure reporting and integration into project finance reporting.

2.8 Act as liaison between the UK Finance, Regional Finance and Programmes teams.

3 Provide oversight of and support to Tree Aid's overseas entities on finance reporting, systems, internal and external audits, procedures and resources (15%)

3.1 Develop and implement standardised and robust systems that are documented and employed in overseas entities in line with Tree Aid policies and procedures, and that these are updated as appropriate.

3.2 Develop templates based on the Group model, and train subsidiary entity staff in their use, to produce in-country financial management (BVA) reports.

3.3 Ensure restricted funds in subsidiary entities are properly managed, restrictions complied with, and funds reconciled.

3.4 Manage the transfer of cost recovery funds for subsidiary entities' contracts between funds in line with project budgets, working with country Finance Teams.

3.5 Coordinating project external audits working with overseas and UK finance team and liaising with auditors to facilitate timely responses and closure of audit findings to maintain compliance and accountability.

3.6 Participate in the internal audit programme.

4 Support overseas teams to ensure that Tree Aid's overseas entities meet all legal and statutory requirements and follow organisational policies (10%)

- 4.1 Liaise with local finance teams and the group finance officers to maintain timely and accurate balance sheet and bank reconciliation, ensuring they are fully up to date and promptly investigated.
- 4.2 Oversee that subsidiary entities meet local reporting requirements in each country of operation.
- 4.3 Ensure compliance with organisational policies and procedures by subsidiary entities.

5 Other (5%)

- 5.1 Coordinate closely with, and support the work of, the UK Head of Finance & Resources on a day to day basis.
- 5.2 Carry out other tasks and responsibilities as directed by the Head of Finance & Resources and Director of Finance & Resources.

Person Specification (E = essential, D = desirable)

Personal Qualities

- Ability to demonstrate initiative, be proactive & offer a solution-oriented approach. (E)
- Determined and committed to high quality standards. (E)
- Ability to establish effective working relationships at all levels internally and externally. (E)
- Excellent communication and interpersonal skills. (E)
- Ability to prioritise work, meet deadlines and work calmly under pressure. (E)
- Self-motivated, flexible and enthusiastic approach to work. (E)
- A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (E)
- Commitment to working in a values-led organisation. (E)

Experience

Good experience in accountancy/finance management, to include:

- Working in international development in a finance role. (E)
- Experience of Xledger or equivalent financial systems. (E)
- Preparing and analysing donor budgets. (E)
- Preparing and analysing donor reports. (E)
- Reporting and managing to tight deadlines. (E)

Qualifications

- Completed or working towards a recognised professional accounting qualification, e.g. ACA, CIMA, ACCA or equivalent. (E)

Skills/Knowledge

- Effective financial management skills. (E)
- Ability to work in French (support is available). (D)
- Understanding of institutional donor requirements. (E)
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts. (E)
- Excellent organisational skills with the ability to coordinate activities. (E)
- Good literacy, numeracy and IT skills. (E)
- Ability and willingness to undertake routine administrative tasks. (E)