

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)