

London Role Vacancy: Finance Director

Location:	London Bridge
Position:	Part Time - 20 hours a week
Salary:	£50-60k pro rata
Closing date:	Applicants will be considered on a rolling basis

About the Climate Bonds Initiative

The Climate Bonds Initiative (CBI) is an investor-focused NGO working to mobilise the \$100 trillion global bond market for climate change solutions. Work streams include green bonds market development, standards & certification, capital markets policy development and communications.

The Role

We are looking for a part time, strategic, can-do and skilled accounting professional who can make an immediate impact. The successful candidate will be able to assess, evaluate and prioritise, and will have experience leading transformational change and improvement in one or more of your roles. The candidate will have non-profit financial knowledge and will bring experience of developing robust financial systems and processes.

The Finance Director will be responsible for the organisation's day-to-day financial activities such as cash flow management, general accounting, invoicing, compliance and audits.

Working closely with the Director of Operations and the CEO, the Finance Director will be a member of the senior management team, and will also participate in projects to promote operational effectiveness of the organisation through innovations and improvements in the management of our technological and financial resources.

Climate Bonds is an organisation leading the development of innovative international climate finance solutions with global stakeholders including governments, investors and NGOs. We are a small team of people driven by a big mission – our business plan is ambitious, but our resources constrained. We are looking for someone with drive and ambition to help us deliver.

The role is flexible on hours and days of the week. Reporting will be to the CEO.

Responsibilities & Key Tasks

- Lead the collection, processing, and reporting of all financial transactions including accounts payable, accounts receivable, payroll, general ledger and fixed assets
- Work with the Finance Officer to ensure accurate and timely monthly financial statements for review by the CEO, Director of Operations and senior management including budget-to-actuals-to-projections for income statement, cash flow, and balance sheet
- Manage the annual financial audits and ensure compliance with all legal requirements governing non-profit organisations, including tax, legal and regulatory requirements.
- Produce accurate and timely monthly project financial management reports for leadership review

- Provide robust and expert financial advice to the Board, CEO, Director of Operations and other senior managers
- Work collaboratively with various team members (e.g. country program managers), to provide financial tracking, reporting, insight and support for grant management efforts.
- Oversee budgets for grant bid proposals and manage financial grant reporting
- Financial planning
- Devise and maintain financial systems, procedures and internal controls

Qualifications and Experience

Essential

- Demonstrated understanding of non-profit organisational accounting and operations
- Knowledge and ability to track and manage restricted and unrestricted non-profit funding
- Ability to anticipate and establish appropriate internal controls in all areas, emphasizing accounting, finance, operations, and software applications security;
- Familiarity with audit, compliance and internal control issues, and best practices along with risk management and insurance
- Strategic about achieving objectives; handles multiple projects simultaneously with excellent follow through and attention to detail
- Motivated by an entrepreneurial and results-oriented culture;
- Strong communication skills, both verbal and written, with a facility for preparing and clearly presenting information to multiple audiences
- Proactive communicator and collaborator; enjoys working in a dynamic, evolving team.
- A recognised professional qualification (e.g. ACA, ACCA, CIMA, CIPFA) with a thorough practical understanding of management accounting
- Understanding of UK charitable regulations is a plus; willingness to learn a must.

Desirable

- Experience of Xero and CRM packages
- Experience writing funding submissions
- Experience in working in small organisation or NGOs.

Next steps

Send your CV and Cover Letter as a PDF file to recruitment@climatebonds.net quoting reference 'Finance Director' in subject line. More information on the Climate Bonds Initiative can be found at www.climatebonds.net.