Job Specification
Finance and Administration Manager

The Global Diversity Foundation is a non-profit that nurtures and supports changemakers who are operating at all scales, working across boundaries and differences to find durable solutions to complex challenges. With over twenty years of experience in implementing long-term programmes that empower communities and regenerate biocultural diversity, we provide changemakers with the personalised, hands-on support and diverse networks they need to create flourishing communities and environments around the world. Through our global network we connect more than 600 leaders who are operating at the frontlines of systemic change and incubate the most promising ideas through intensive, personalised and embedded support in longer term field programmes. Our holistic approach, which tackles complexity with courage, ensures the solutions we catalyse are durable and embedded in local communities.

We are looking for a Finance and Administration Manager to oversee the finances, HR management and administration of our flourishing organisation.

The successful candidate will be joining a dynamic, international team of eight who are committed to environmental and social justice and systemic change. GDF operates horizontally, fosters autonomy and leadership, and makes decisions collectively and through consensus-building. The Finance and Administration manager will be a strategic thought-partner for all of the team, and will be expected to take an active interest in the operations of the organisation, contributing to strategic planning and decision-making.

Details

Job Type: 1-year, renewable, employee contract for a part time, 4 days/week role
Location: Remote working based in the U.K.
Salary: £34,000 to £36,000 FTE pro rata to 4 days a week at £27,200 to £28,800

Key Responsibilities:

Finance

Organisational Level

- Support the implementation of all legal and financial requirements of the company and ensure full compliance with Companies House, HMRC and donor regulations;
- Act as Company Secretary for the charity and its subsidiary;
- Prepare the annual financial report with consolidated accounts and reconciliations;
• Act as the main contact with auditors, external accountants and other statutory bodies, including donors, and as the first responder to any requests for financial information on project budgets in coordination with the director;
• Produce clear and understandable financial reports for Trustees in advance of the three Board of Trustees meetings held every year;
• Act as the organisation’s bank signatory and liaise with bank as and when needed.

Project Level
• Input financial transactions into QuickBooks including all Sales & Purchase invoices in an efficient and timely manner;
• Monitor expenditure according to our organisational budget (around £600,000 p.a.) and individual grants;
• Track overall cash flow in the project/partner office. Assist and support budget and forecast activities such as project projections and field funds requests, by ensuring project funds are disbursed properly, and expenditure is in accordance with the project document and project work plans, as well as finance policies and procedures;
• Ensure accurate and timely monthly, quarterly and year end closing of the accounts;
• Oversee the financial and administrative aspects of all grant contracts;
• Produce donor financial reports in accordance with grant deadlines;
• Provide the operations team with regular, timely and updated financial management accounts for swift operational decision-making;
• Maintain regular and open communication with GDF Directors and provide updates regarding budgets and spending;
• Participate in biweekly team meetings, actively contributing to decision-making.

Human Resources management and general administration
• Process monthly UK payroll and monthly payments to international contractors;
• Oversee HR management of our team of 9 (including you) through our online system (BrightHR);
• Collate payroll information and review payroll reports;
• Administer benefits including pensions and holidays;
• Maintain employee and consultant files;
• Maintain GDF online filing, archives, and Trustees records;
• Participate in three annual Board of Trustees meetings and take minutes at the meetings;
• Lead three annual HR and Finance Subcommittee meetings, preparing the agenda beforehand and taking the minutes;
• Maintain Trustees records and manage Trustees-related administration;
• Respond to ad hoc admin requests that contribute to the wider GDF team and operations.

What we are looking for:

Essential qualifications, skills and experience
• Experience working in a similar role in the charity sector;
• Experience dealing with complex organisational budgets in multiple currencies;
• Experience taking responsibility for financial management, as well as HR and administrative tasks;
• Ability to prioritise, multitask and tackle multiple overlapping deadlines;
• Attention to detail and ability to work quickly and accurately under pressure;
• Excellent organisation and time management skills, ability to keep paper work and filing systems up to date and respond efficiently and effectively to requests;
• Previous experience with Quickbooks and thorough knowledge of Microsoft Office, particularly Excel;
• Alignment with GDF purpose and values;
• Self-motivated initiative-taker, able to work unsupervised when necessary;
• Enthusiastic about working in a fast-paced and growing charitable organisation;
• Ability to ensure high level of confidentiality;
• Excellent written and verbal communication skills in English;
• Excellent relationship management skills;
• Experience in working successfully in a remotely-based team;
• Willingness and ability to work across cultures and, possibly, time zones;
• Openness to participate in team wellbeing and personal development work.

Desirable qualifications, skills or experience
• Committed to environmental and social justice and systemic change;
• Competency in French;

The successful candidate will feel that they are aligned with the following values:

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<th>Be Brave</th>
<th>Act Collectively</th>
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<td>We embrace complexity, difference and possibility.</td>
<td>We are rooted in our interconnectedness with nature.</td>
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<td>We bring global perspectives, innovations and connections.</td>
<td>We stay culturally grounded, taking the time to reflect, learn and adapt to needs.</td>
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<td>We’re audacious, take risks and welcome uncertainty and vulnerability.</td>
<td>We co-create, collectively make decisions and operate horizontally.</td>
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<th>Nurture Yourself</th>
<th>Commit</th>
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<td>We foster autonomy and leadership.</td>
<td>We are experts in our field.</td>
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<td>We believe that effective individuals and resilient communities are rooted in self-care.</td>
<td>We deliver concrete results.</td>
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<td>We cultivate an accepting environment, building trusting relationships and accompanying one another as we grow.</td>
<td>We’re in it for the long-term.</td>
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How to apply
Please send an up-to-date CV and cover letter to Manish Panjabi (manish@global-diversity.org) by 20th of August 2021. We are hoping to start the new position at the latest on 1 October 2021.
Please include in your cover letter your reasons for wanting to work for Global Diversity Foundation and how your own personal values align with ours. Please also share with us how you practice self-care in the context of work.