



Global  
Diversity  
Foundation

A world of difference

## Job Specification

### Finance and Administration Officer

The team of Global Diversity Foundation (GDF) are looking for a Finance and Administration Officer to join them in order to oversee bookkeeping, HR management and administration of our growing organisation. This is not 'just another admin job'; we consider it this role the beating heart of organisation and are looking for applications that showcase passion, commitment and a desire for growth.

GDF is a non-profit that nurtures and supports changemakers who are finding durable solutions to social and environmental challenges. We have 20+ years of experience in implementing long-term programmes that empower communities, regenerate biocultural diversity and conserve cultural landscapes. 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 tailored support and longterm field programmes. Our holistic approach – which tackles complexity with courage and crosses scales, geographies and social difference – ensures the solutions we catalyse are embedded in local communities.



Our activities are organised as follows:

- 1) Events:** we organise international events for changemakers, to enhance their knowledge, networking and communications skills
- 2) Community & collaborations:** we build and maintain an active community of 600+ changemakers, catalyzing collaborations and engaging in innovative partnerships
- 3) Projects and incubation:** we support and nurture innovative social and environmental projects and field programmes all over the world
- 4) Mentoring:** we offer a structured and tailored mentoring programme for changemakers, connecting them with mentors who are leaders in the fields of social and environmental justice
- 5) Research & practice:** we produce cutting-edge research and practical toolkits for transformation and systems change, and host an evolving library of key resources for changemaking

The successful candidate will be joining a dynamic, international team of nine 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 Officer 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 planning and decision-making.

## Details

**Job Type:** permanent employee contract that is reviewed every year, for a part-time role of either 3 or 4 days per week, dependent on experience and availability

**Location:** Remote working based in the U.K. or Europe

**Salary:** the salary range offered is £29,000 - £32,000 for a full-time position, which would be pro-rated to the number of days agreed for the part-time role

## Key Responsibilities:

### Finance

- 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;
- Act as the organisation's bank signatory and liaise with bank as and when needed.

### Human Resources management and general administration

- Process payments and raise invoices
- Oversee HR management of our team of 9 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;
- Participate in 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 multi-currency project budgets;
- Experience taking responsibility for financial management, HR and administration together;
- 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 online preferable;
- Thorough knowledge of Microsoft Office, particularly Excel;
- Alignment with GDF purpose and values;
- Self-motivated initiative-taker, able to work unsupervised when necessary;
- 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 other languages, particularly French.

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

<p style="text-align: center;"><b>Be Brave</b></p> <p>We embrace complexity, difference and possibility.</p> <p>We bring global perspectives, innovations and connections.</p> <p>We're audacious, take risks and welcome uncertainty and vulnerability.</p>	<p style="text-align: center;"><b>Act Collectively</b></p> <p>We are rooted in our interconnectedness with nature.</p> <p>We stay culturally grounded, taking the time to reflect, learn and adapt to needs.</p> <p>We co-create, collectively make decisions and operate horizontally.</p>
<p style="text-align: center;"><b>Nurture Yourself</b></p> <p>We foster autonomy and leadership.</p> <p>We believe that effective individuals and resilient communities are rooted in self-care.</p> <p>We cultivate an accepting environment, building trusting relationships and accompanying one another as we grow.</p>	<p style="text-align: center;"><b>Commit</b></p> <p>We are experts in our field.</p> <p>We deliver concrete results.</p> <p>We're in it for the long-term.</p>

### How to apply

Please send an up-to-date CV and cover letter to Manish Panjabi ([manish@global-diversity.org](mailto:manish@global-diversity.org)). In your cover letter, please outline your reasons for wanting to work for Global Diversity Foundation, how your own personal values align with ours and how you practice self-care in the context of work.

**The position will remain open until the right candidate is found, so please submit your application as soon as possible.**