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| Job Title: | Project Finance Officer |
| Location: | Home working with attendance once or twice a month at Stoke Climsland office (Cornwall) or Bristol hub office |
| Salary and Benefits: | Circa £25K-35K (depending in skillset)  Stakeholder Pension Scheme. 6% Employee, 9% Employer  Life Assurance scheme |
| Hours: | Full time, 40 hours per week.  33 days including bank holidays. |
| Responsible to: | Finance Director |
| Important Functional Relationships: | 1. Internal: Finance Director, finance team and project management teams. 2. External: Grant funding bodies and member rivers trusts |
| Main Purpose of Role: | The RT team oversees around 60 live projects at any time. Some are financed from EU funds whilst the majority are funded from sources within the UK. Each is managed by a Project Officer who will look to their designated Project Finance Officer for support in aspects of their work. Successful candidates will maintain their own portfolio of projects.  The Project Finance Officer is responsible for:   * assisting in the design of project budgets (*so candidates will be integral to delivery of our charitable objects and have a real, positive impact on achieving the charity’s strategic objectives*); * assembling and submitting claims to the project funders (*so candidates will ensure we are reimbursed for any expenditure incurred in delivery of the projects in their portfolio*); * successfully overseeing any audit of project claims (*so accuracy and attention to detail is key*); * liaison with internal teams (*so you will have plenty of opportunity to connect with our team of environmental experts to learn what it is we do and why we do it*) * funders and partners (*so you will feel central to the development of the charity and the environmental movement of which we are a part*) * forming a successful Finance team in partnership with your colleagues |
| Key Accountabilities: | 1. Reviews all relevant project manuals, guidance and agreements relating to projects in readiness for project delivery. 2. Assists the project management team in preparation of budgeting information or budget modifications. 3. Liaises with Finance Officers to ensure all project transactions are appropriately recorded in the accounting system 4. Reviews project transactions in the accounting system, highlighting any discrepancies and liaising with the project and finance teams to resolve missing or incomplete financial evidence or correct the accounting systems. 5. Collates project claim documentation in accordance with the project requirements, rules and regulations and completes project claims to deadline using the required submission methodologies. 6. Liaises with Finance Manager to ensure audit requirements are fulfilled and works with auditors to ensure successful project claim compliance and submission. 7. Assists the Finance Director and Finance Manager with project cash flow projections. 8. Promote improvements to systems and processes as appropriate. |
| Person Specification: | 1. Degree-level education, or a qualified member of an accountancy body such as the AAT. 2. Prior project finance experience. 3. Experience of having previously worked in the charity sector. (Preferred but not essential.) 4. Good analytical/problem-solving skills. 5. Strong communications skills with the ability to ensure compliance with policies and procedures. 6. Ability to work both remotely and face-to-face as part of a widespread team. |