

Finance Officer

Job Description

London

Job purpose

The **Finance Officer** is a key role working in the Financial Planning and Analysis (FP&A) team alongside the Finance Business Partner Manager for ClientEarth's Business Services and External Affairs departments. You will support in the production of the monthly management accounts, respond to queries and support budget holders with financial information.

This is a replacement role due to an internal staff move. If you are actively studying for your ACA/ACCA/CIMA qualification this role offers you study support whilst learning on the job, as well as helping a global environmental charity deliver on its mission of using the power of the law to protect life on Earth.

The finance team currently has 26 colleagues working across our offices in London, Brussels, Berlin, Warsaw, Madrid, Beijing and Tokyo. ClientEarth Finance is made up of two teams:

- **Financial Accounting** processes and manages the income and expenditure across the organisation, oversees the global accounts and is responsible for the implementation of the financial accounting systems and organisation's financial policies & procedures. They also manage the local accounting and reporting requirements of international offices.
- **Financial Planning & Analysis (FP&A)** leads on the financial annual planning cycle and grant financial management, from budget proposal and donor compliance to grant reporting and audits. They produce global management accounts and deliver actual vs budget analysis to budget holders.

Working Relationships

The Finance Officer will report directly to the Finance Business Partner Manager based at our London Office.

Day to day, the Finance Officer works with the Financial Accounting team, Finance Systems Analyst and budget holders within the Business Services and External Affairs departments. **Business Services** comprises the Finance, People & Culture, Operations and Governance and Legal teams, and **External Affairs** includes Development and Communications.

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Key Responsibilities

Management Reporting

- Running monthly management accounts in our financial planning software– Workday Adaptive, on a timely basis under guidance of Finance Business Partner Manager.
- Completing monthly variance analysis for each department and flags material variances to Finance Business Partner Manager.
- Suggest improvements in report design and month end processes for consideration by senior team members.
- Produce ad hoc reports when required, and assist the Finance Business Partner Manager with monitoring and analysis of actuals

Data Integrity

- Ensure accurate coding of transactions, respond to queries and provide guidance to budget holders in line with our financial policies and procedures.
- Review the data integrity of transactions monthly, correcting errors where necessary and escalating recurring issues to the Finance Business Partner Manager.
- Prepare and upload journals into Access Dimension (Accounting Software) and update coding on payroll journals.

Budgeting and Forecasting

- Support, as appropriate, with annual budget setting, entity budgets and monthly forecasting.
- Update and maintain SharePoint documents owned by the FP&A team to communicate coding to the wider organisation.

Other Duties

- Contribute to the Year End (YE) process as required.
- Provide cover for other finance team members as required.
- Undertake any further duties that may reasonably be required of the role.

Location

This role is based in our London office. Travel is not expected to be a regular feature of this job.

Person specification

Education and training

- Actively studying for ACA/ACCA/CIMA qualification. Study support provided (essential)

Experience and knowledge

- Experience of working with Access Dimensions or other similar accounting packages (essential)
- Experience of managing deadlines through a financial month end process (essential)
- Good knowledge of Microsoft Office, particularly of large excel spreadsheet functionality including lookups, pivot tables, data sorting (essential)
- Experience of working with Workday Adaptive or other financial planning software (desirable)
- Experience of working within charity finance, especially working with restricted and unrestricted funds in different currencies and coding to specific projects (desirable)
- Experience of communicating financial information clearly to non-finance stakeholders (desirable)

Key Competencies

- Fluent ([CEFR level C2](#)) in English (essential)
- Excellent numeracy, verbal and written communication skills (essential)
- Knowledge of Microsoft packages including MS Excel (Intermediate), Word and Outlook (essential)
- Excellent team working and collaboration abilities (essential)
- Strong organisational skills and ability to work to agreed timelines (essential)
- Demonstrates a high level of accuracy and attention to detail (essential)
- Ability to work independently on agreed tasks under supervision from line manager (essential)
- Comfortable with remote, hybrid and in person working (essential)
- Strong alignment with ClientEarth's values and commitment to our vision, and mission and equity, diversity and inclusion strategy objectives (essential)