Finance & Grants Accountant (1 year FTC)

Department: Finance
Reports to: Head of Finance
Location: Southwick, Brighton, UK (office-based 2 days a week)
Employment type: Full-time

The Global Wind Energy Council (GWEC) is a high-profile organisation and trade association leading the international clean energy transition as the world seeks to stay within 1.5c global warming target. Our mission is to ensure that wind power establishes itself as the answer to today's energy challenges, providing substantial environmental and economic benefits. We have innovative programmes and collaborations promoting sustainable offshore wind development, mentoring women working in wind industry, education and energy access. We are a Belgium-registered charity with subsidiary companies and offices in the UK, India, China, Portugal, Singapore and Vietnam and a global staff of around 80. We have over 20 live grants of up to $15m in value to support our work, particularly in the regional markets.

Role Summary

We are looking for a proactive and detail-oriented Finance & Grants Accountant to join our Finance team. This is a varied, hands-on role supporting the day-to-day financial management of our international entities, grant-funded activities and wider organisational operations.

The Finance & Grants Accountant will take responsibility for accounting and reconciliations across entities in the UK, India, China and Portugal, maintain accurate grant financial records and reporting, and support procurement and expense management activities.

The role would suit someone with strong accounting fundamentals who enjoys taking ownership of financial processes, working across multiple entities and currencies, and collaborating and advising colleagues across an international organisation.

Key Responsibilities

Entity Accounting and Reconciliations

- Manage day-to-day accounting within the financial management system, **Odoo** for entities in the **UK, China, India, and two Portuguese entities**.
- Maintain accurate and complete accounting records across the relevant entities.

- Perform regular balance sheet, bank and other account reconciliations.
- Investigate and resolve reconciling items on a timely basis.
- Support month-end and year-end close processes, ensuring transactions are accurately recorded and appropriately supported.
- Assist with maintaining consistent accounting processes and controls across the international entities.
- Support the Head of Finance with financial information and analysis as required.

Grant Accounting and Reporting

- Maintain and update **grant financial workbooks**, incorporating the latest transactions and ensuring expenditure is accurately allocated to the relevant grants and individual budget codes.
- Monitor grant expenditure and financial performance against approved budgets.
- Prepare **interim and final financial reports** for grants, ensuring reports are accurate, complete and supported by the underlying accounting records.
- Maintain appropriate supporting documentation and financial records for grant-funded expenditure.
- Work with internal stakeholders to resolve queries relating to grant budgets, expenditure and reporting.
- Support grant audits and funder queries where required.

Procurement

- Support the **GWEC procurement process**, providing finance input and oversight throughout the procurement cycle.
- Support colleagues with procurement requirements and ensure appropriate procedures and controls are followed, including relevant approvals.
- Review procurement documentation for financial accuracy and completeness.
- Support the maintenance of clear records and audit trails for procurement activities.
- Liaise with budget holders and other stakeholders to resolve procurement-related finance queries.

Travel and Expenses

- Perform regular **travel and expense reconciliations**.
- Upload of expense transactions into Odoo and reconcile with supplier statements across all entities.
- Investigate discrepancies and work with colleagues to resolve outstanding items.
- Support improvements to travel and expense processes and controls where appropriate.

Skills and Experience

Essential

- Relevant accounting experience, ideally within an international or multi-entity organisation.
- Strong understanding of accounting principles, reconciliations and financial controls.
- Experience performing balance sheet and/or bank reconciliations.
- Experience maintaining accurate accounting records and supporting month-end processes.
- Strong Excel skills and confidence working with financial workbooks and large volumes of transactional data.
- Excellent attention to detail and a commitment to maintaining accurate financial records.
- Ability to manage multiple priorities and meet reporting deadlines.
- Strong communication skills and the ability to work effectively with finance and non-finance colleagues.
- A proactive approach to identifying and resolving financial discrepancies.

Desirable

- Experience using **Odoo** or a similar ERP/accounting system.
- Experience with **grant accounting, financial reporting to funders or restricted funding**.

- Experience working across multiple legal entities and currencies.
- Experience supporting procurement processes and financial controls.
- Experience within an international, membership, not-for-profit or grant-funded organisation.
- Part-qualified, newly qualified or qualified accountant, for example **ACA, ACCA, CIMA or equivalent**, or qualified by relevant experience.