



- Grade: Manager
- Role: Global Manager, Finance and Grants Administration
- Type: Full-time (37.5 - 40 hours/week)
- Term: Fixed Term Contract until Dec 2026 (with possibility of renewal depending on organisational needs)
- Location: Europe
- Salary: £66,988 to £78,153 per annum if based in the UK (salary will be benchmarked to relevant country if candidate is based in a different country). You can find our global salary bands for 2024 [here](#). *Salaries at CPI are non-negotiable.*
- Reports to: Acting Global Director, People, Finance, and Operations
- Work experience required: 4 - 8 years as a qualified accountant or similar experience in budgeting, grant administration and project management.
- Closing: July 5, 2024 (23:59 BST)

## About the Centre for Public Impact (CPI)

At the [Centre for Public Impact](#), we believe in the potential of government to bring about better outcomes for people. We are a global not-for-profit organisation, founded by the Boston Consulting Group, who serve as a [learning partner](#) for governments, public servants and the diverse network of changemakers who are leading the charge to reimagine government so that it works for everyone.

We are a small organisation, and just over six years old, but already our global footprint is expansive and we partner with some of the biggest names in government, academia and public sector innovation in the world. As well as the [Europe team](#), we have a team in [Australia/ New Zealand](#) and [North America](#), and a very new team in India. We are all supported by the Global Hub team that partners with the global teams on finance, operations, people & culture, and communications activities.

### Our Values

- courageous - we have the courage to speak the truth, to challenge without fear and tackle the difficult questions
- respectful - we respect differences, we seek to understand them and we look out for one another

- optimistic - we are positive about what we and governments can do for our societies
- inclusive - we are nonpartisan, and we work together and seek ideas and solutions across the divides

To advance our purpose of reimagining government so that it works for everyone, CPI seeks to attract and support a diversity of background, experience, and talent. For this reason, we encourage applicants from all backgrounds to apply. This includes candidates that have previously found it hard to be considered for other positions on the basis of their qualifications, personal background, or life events. If you would like to apply for the position but see a barrier to joining us, please do apply and we will work with you to find a solution. You can also read our full Diversity, Equity and Inclusion Policy [here](#).

### **What does the Global Grant Manager, Finance & Operations role involve?**

The Global Grants Manager is a critical role at CPI, primarily focused on enhancing the operational efficiency and financial compliance of our grant funded programmes. Reporting directly to the Acting Global Director of People, Finance, and Operations, this position requires a strategic thinker with a strong foundation in finance and grants management, who will work closely with programmatic teams and partner with stakeholders across the organisation.

The role will involve working directly with large global funders, as well as directly with sub grantees and suppliers on CPI programmes. This role will also provide overall finance support to our Europe team in collaboration with our Global Senior Associate, Finance and Operations. Our managers have overall responsibilities, obligations and duties around finance, budget performance, and strategic development. They create protocols and policies needed to help with organisational and programmatic delivery. This role will be responsible for receiving and reviewing partner expenditures and reports and preparing consolidated financial reports for donors as well as be accountable for day to day grant management and administration.

As someone whose work will include building relationships with everyone at CPI, you will be responsible for making sure our global teams are set up to succeed and assist in keeping our workplace a great place to work for everyone. This role will largely be focused on our Europe team, however you will support all CPI regions worldwide.

### **Key responsibilities include:**

- Finance & Accounting
  - Support efficient operations in accounts receivable and accounts payable in Europe and other CPI regions where required

- Support donor compliance during reporting by using the right templates and budgetary ceilings as applicable
  - Assist the Finance & Operations team during the month end process to ensure that all balance sheet items are all accounted and reconciled with their respective subsidiary ledgers and/or schedules and all contra or clearance accounts are cleared at the end of every month
  - Assist the Finance & Operations team in preparing annual financial plans for effective financial management of the global teams
  - Assist the Finance & Operations team in preparing monthly management reports and performing bi-monthly forecasting
- Contracting & Operations
    - Work with global teams in drafting funder, grantee and/or supplier contracts to support the delivery of our programmatic activity
    - Onboarding suppliers into our financial systems and ensuring purchase orders are raised that follow our internal financial policies & procedures
    - Liaise with legal, auditors and other advisors to ensure CPI's operations in Europe remain legally compliant
    - Work with Finance & Operations team on maintaining and updating risk registers to track key corporate risks and ensure mitigants and financial controls are working as expected
    - Work with the CPIE team to ensure a financial risk assessment is maintained and updated and addressing any suspicions of fraud in line with policy
- Audits
    - Work with the CPIE team and F&O team to ensure programmes are audit ready
    - Coordinate donor audits on assigned programmes
    - Support the team in ensuring that any recommendations and actions resulting from audits are duly actioned and implemented
- Donor & Grants Management
    - Support our project teams to ensure programmes are implemented in line with Donor policies and requirements
    - Lead the sub granting process for all implementing partners and consortiums in collaboration with the relevant regional/project teams
    - Ensure that the necessary information is documented, tracked and updated on the appropriate financial transaction and reporting tools
    - Lead on the preparations of budget versus actuals to support ongoing grants decision, identify deviations in implementation progress and flag delays/request for support
    - Proactively update Senior leadership on progress, risks and financial status

## How we work:

CPI aims to be the kind of workplace where you do good and meaningful work and get to be exactly who you are. We value collaboration and humility, share power, and work in a non-hierarchical fashion. You will help shape the strategic direction of our growing organisation by being a valued thought partner to our team, and you'll get to work in a global context with smart, kind, and committed people who care about and invest in each other's skills, perspectives, and leadership.

Although we're a remote-first team, we are prioritising candidates from Europe for this position. You will report to our Acting Global Director, People, Finance, and Operations and you'll work with colleagues currently based in the US, India, Australia, and Europe.

Who are we looking for?

The person we're looking for will:

- Be passionate about CPI's [vision for reimagining government](#)
- Have 4+ years work experience in financial grant administration within the non-profit/charity sector, including managing large transactions.
- Strong understanding of grant regulations, compliance requirements, and financial management principles.
- Proven project management skills, with a track record of successfully leading and delivering projects on time and within budget.
- Excellent communication, negotiation, and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Prior experience using financial transaction, reporting and accounting software is essential, CPI currently uses Xero and Approval Max so experience of using these tools would be highly desirable . **Please note that this is a technical role and these skills are non-negotiable for us.**
- Have excellent organisational skills and experience with balancing competing priorities
- Have high integrity, with the ability to keep information and conversations confidential.
- Have excellent interpersonal skills, including feeling confident building new relationships, and negotiating challenging conversations if necessary
- Be highly self motivated and capable of taking initiative and working autonomously
- Be comfortable with ambiguity and the complexity of our work, where anything is possible but not always known in advance
- Interested in joining an international organisation and be willing to make the effort needed to build relationships and stay connected with colleagues in different time zones
- Be comfortable working in a fast-paced environment and about the idea of working in startup environment with a small but growing team
- Be committed to cultivating a culture of [equity, inclusion, and belonging](#) in the workplace
- Be committed to exploring and experimenting with different ways of working and how to build our culture into something we are all proud of

## Salary, Benefits and How to Apply

Along with a generous salary package, CPI staff in Europe are offered comprehensive benefits including a high-quality health, dental, and vision plan for individuals; employer pension contribution under the Employees' Provident Fund scheme; dedicated professional development

funds; a minimum 5 weeks paid leave policy; paid parental leave; and year-end organisation-wide closure. We are a remote-first workplace and are open to qualified candidates anywhere in Europe. Depending on the candidate's location, **this position may require approximately 10% domestic and international travel.**

CPI is deeply invested in creating an experience of equity, inclusion, and belonging for everyone on our staff. We actively seek to recruit, develop, and retain a team of talented staff that represents diverse backgrounds, perspectives, and lived experiences. We are using Applied in order to reduce bias in our hiring process and ensure that we are shortlisting candidates based on their skills and ideas. **Please note that we do not ask for a cover letter and instead, the application requires three paragraph-length answers.** Your application will be anonymized for review. Although we ask for your CV, it will not be looked at until further down the process. Please apply by July 5, 2024 (23:59 BST).