



PROGRAMME FINANCE MANAGER - JOB DESCRIPTION

Job title:	Programme Finance Manager
Location:	London office based, with hybrid working available
Hours	Full time preferred, but part-time will be considered (minimum four days a week, equivalent 32 working hours)
Contract	Permanent
Salary	£42,640 - £52,000 (£34,112 - £41,600 pro-rata)
Responsible to	Financial Controller
Direct report	Senior Programme Finance Officer

About the Role

You will be a conduit between the Finance and Programmes teams, ensuring smooth information flow. You will complete due diligence assessment of current and prospective partners and be able to communicate with sensitivity, and oversee the pipeline of grants to partners, ensuring data integrity within the systems to provide stakeholders with analysis to make informed decisions.

What you will do

Due diligence

- Lead the financial due diligence processes for the organisation, and manage the pipeline in coordination with the Programmes team.
- Conduct independent risk-rated assessment reports that evaluate the organisational health of partner organisations.
- Act as a strategic advisor to Programme Leads, providing actionable roadmaps to strengthen partner financial systems and suggestions for capacity development.
- Provide financial oversight on high-risk assessments whilst mentoring the Senior Programme Finance Officer on the completion of lower-risk assessments.

Grants to conservation partners

- Oversee the pipeline of planned grants to partners, feeding this into the forecasting process, providing month-end commentary for the Leadership Team and Board, on grants disbursed against budget.
- Finance business partnering with the Programmes team, building a process to facilitate accurate information flow between Programmes and Finance, along with providing support to hosted initiatives.
- Work with the Senior Programme Finance Officer and Programme Officers to ensure the CRM system is kept up-to-date and reconciles to the finance system ensuring data integrity and automated tracking.

- Develop reporting and dashboards to monitor due diligence and grants pipelines, providing senior stakeholders with visibility into bottlenecks and trends.

What you will bring to the team

- Full or part-qualified ACA, ACCA, or other qualification from recognised accountancy body.
- Experience of finance business partnering, building strong cross-team relationships and leading key processes at organisational level.
- Working knowledge of non-profit governance and compliance with Charity Commission regulations and/or experience in a similar role.
- Skilled at displaying sensitivity and maturity when communicating with partners based globally, whilst also showing humility to learn and adapt in uncertain situations.
- Experience in conducting in-depth analysis whilst maintaining a view of the overall organisation-wide perspective to effectively evaluate risk.
- Able to prioritise competing deadlines and communicate in a clear and concise manner accordingly to relevant programme leads.
- Skilled at communicating financial information to non-financial stakeholders.
- Problem solving and analytical skills.
- Experience of project management.
- Experience of using CRM systems, including ability to create reports and dashboards using data analytics software.
- Experience of line management including supporting the development, wellbeing, and performance of team members.