



SENIOR PROGRAMME FINANCE OFFICER - JOB DESCRIPTION

Job title:	Senior Programme Finance Officer
Location:	London office based, with hybrid working available
Hours	Full time
Contract	Permanent
Salary	£36,400 - £42,640
Responsible to	Programme Finance Manager

About the Role

You will support the Finance and Programmes teams, ensuring smooth information flow. You will support the completion of due diligence assessments of current and prospective partners and communicate with sensitivity. You will also ensure data integrity within the systems to provide stakeholders with analysis to make informed decisions.

What you will do

Due diligence and business partnering

- Support the Programme Finance Manager to oversee the pipeline of planned grants to partners and reporting on variances.
- Support the Programme Finance Manager with independent risk-rated due diligence reports that evaluate the organisational health of partner organisations, tracking recommendations and following up with partners as required, and supporting the procurement process for contracts. Provide grants and contracts administration for non-conservation programme areas, working with Programme Leads.
- Maintain consistent communication with the Programmes team to ensure the smooth running of the grant-making pipeline.

CRM maintenance

- Be the main finance point of contact for Salesforce finance queries and issues, troubleshooting workflows in a timely and efficient manner.
- Responsible for documenting front-end Salesforce processes and provide training to the team in conjunction with the Operations team.
- Identify and input system improvements, working with the Operations team.
- Work closely with the Finance Officer ensuring data is consistent between our CRM system (Salesforce) and finance system (NetSuite) ensuring data integrity and automated tracking.
- Support the development of 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

- Part-qualified or studying towards an accountancy qualification from a recognised accountancy body, or qualified by experience.
- Proactive, self-motivated attitude with a willingness to develop technical capabilities.
- Experience of grant administration, and understanding of grant-making cycles.
- Experience of dealing with large datasets, including the manipulation and cleansing of data.
- Experience of using CRM systems (preferably Salesforce), including ability to create reports and dashboards using data analytics software.
- Able to demonstrate sensitivity and maturity when communicating with partners based globally, whilst also showing humility to learn and adapt in uncertain situations.
- Ability to conduct 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.
- Experience in communicating financial information to non-financial stakeholders.
- Problem solving and analytical skills.
- Second language such as French, Spanish, or Portuguese is preferable.