

Job Description

Job title	Global Finance Manager	Location	London, UK
Department	Corporate Services	Length of contract	Permanent
Role type	Global	Job level	Manager
Travel involved	Ad hoc may be required	Safeguarding level	TBC
Reporting to	Manager: Head of Finance	Direct reports	Finance Officer

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).

CLEAN AIR FUND

What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and making a real difference.

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Department background

The Finance team is within Corporate Services department, which is responsible for all finance, legal, HR and operations within the Clean Air Fund. The finance team is made up of Director of Finance, Head of Finance, Finance business partners (x3), Finance and Operations Manager, India and Finance Officer.

Job purpose

This role is vital in helping to support the smooth running of the finance function of the organisation, to ensure financial processes and procedures are efficient, effective and support the delivery of organisational goals.

The role is responsible for managing our newly implemented accounting system, financial & statutory reporting, supporting budgeting and forecasting and ad hoc support to the Head of Finance as required.

Key working relationships

This role reports to the Head of Finance and internally will work closely with the wider Finance team, offer support to the Corporate Services management team and relevant external suppliers, such as auditors.

CLEAN AIR FUND

Key accountabilities

Financial management and control

- Oversee the timely operation and upkeep of accounting systems in accordance with financial procedures, including oversight and quality assurance of journals.
- Own the month-end process, ensuring a disciplined and timely financial close process. This includes full accountability for consolidation, fund accounting, reconciliations, ledger review, and all month-end financial procedures.
- Own and implement all financial processes and policies, to ensure adequate governance and control for procurement and payments including operational costs and grant making. Ensure these are implemented globally.
- Manage and run monthly payroll, both in the UK and internationally
- Oversee and manage the control environment for UK and support country offices. Provide day-to-day financial control for all payments including expenses, operational costs and grant making and the usage of corporate cards.
- Be the superuser and owner of our payments systems (Expenseln and Xe)
- Induct new staff and run regular training for existing staff on finance controls and processes.
- Manage and oversee the work of the Finance Officer and the subsidiary in India.

Budgeting and reporting

- Preparation for accurate and timely monthly management accounts, on a consolidated basis. Analyse and explain variances from budget.
- Provide and present robust financial information to SLT and to the organisation.
- Responsible for monitoring cash flow and cash flow forecasting on a regular basis, supporting our FX management.
- Generate and run reports from AkoyaGo (grant management system) and ensure these reconcile to the finance system.
- Producing accurate and timely donor reports as required, including our annual donor finance report.
- Support Head of Finance in production and monitoring of annual budget and reforecasts, collaborating with relevant stakeholders.
- Produce high quality reports for the Finance, Audit and Risk Committee and Board as needed.

CLEAN AIR FUND

Statutory reporting and Audit

- Produce statutory accounts, files and schedules and ensure all external reporting needs are met.
- Manage the day-to-day External auditor relationship;
- Support funder audits and due diligence on Clean Air Fund;
- Ensure compliance with statutory bodies, managing all relevant statutory returns and filings.

Other

- Provide ad hoc analysis and support into finance projects as required.
- Work collaboratively with the Operations team to work towards automation of processes and advancements in systems.
- Monitor and support with procurement across the organisation.

Person Specification

Essential technical competencies

- Formal CCAB accountancy qualification, with appropriate post qualification professional knowledge and experience
- NGO or philanthropic sector experience with sound knowledge of the Charity SORP and statutory and regulatory requirements for the sector.
- An understanding of the financial risk environment within an international context
- Strong knowledge and experience of financial and accounting processes and control environments;
- Ability to produce and analyse high quality and informative financial reports;
- Proven ability to collect and analyse data and information from diverse sources (quantitative and qualitative) using advanced Excel skills and intermediate modelling skills.
- Ability to participate in initiatives alongside the day job as well as proactively introduce improvements to processes and support others in making change happen.
- Ability to communicate effectively in English depending on the audience, both orally and in writing.
- Proficient in all areas of Microsoft. Must possess strong PowerPoint, Excel and Word; ability to learn new packages, when required.



Desirable technical competencies

- Previous experience of working with Sage Intacct
- Experience of working within a funding or grant making organisation
- Experience of working with SMEs

Essential behavioural competencies

- Ability to work cooperatively with others across the organisation to achieve shared objectives.
- Self-starter, organised and with resilience, pace and interpersonal flexibility.
- Excellent attention to detail.
- Highest ethical standards, confidentiality and personal integrity.
- Strong problem solving skills, approaching situations strategically, methodically and with a high degree of rigour.
- Willing to adapt to changing priorities, and flexible enough to respond to the demands of a growing organisation. Able to work well under pressure.
- Ability and experience of building strong working relationships with non-Finance stakeholders and deliver training and coaching to colleagues.
- Experience of working in a range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner
- Professional, sound judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change.

Further information

This is a full-time position; flexible hours would be considered to accommodate individual needs.

The role is based in London with some office working required. Potentially international travel will be required on occasion.