

Job Description

Job title	Finance Business Partner	Location	London, Accra, Nairobi, or Johannesburg
Department	Corporate Services	Length of contract	Fixed Term contract until end of June 2029
Role Type	Global	Reporting to	Line Manager: Head of Finance
Travel involved	Ad hoc may be required	Direct reports	None

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](#).

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 Corporate Services directorate comprising of Finance, Legal, IT and HR is responsible for cross-organisation operations. The Finance team is responsible for all financial policies and processes related to accounting, accounts payable, receivable, treasury, and grant making activities.

CAF have a large and growing portfolio of multi-currency, multi-year and internationally located grants. The grantees vary greatly in terms of maturity, risk profiles, and size.

Job purpose

With responsibility for specific portfolios and directorate, the role holder will have significant autonomy over an allocated directorate and portfolio of international grants, acting as the primary finance partner for portfolio teams and selected senior stakeholders. They will help ensure that the financial processes and procedures of the Clean Air Fund run smoothly, efficiently and effectively.

It will provide support across both the CAF's Finance and portfolio teams. It will take a business partnering approach to provide a robust financial service to the agreed portfolio and executive director to ensure new and existing grants are well managed and implemented. This role covers both the financial operational aspects of grants and projects, including due diligence, reporting, and budgets, as well as strategic level support.

Key working relationships

This role reports into the Head of Finance but will work in close coordination with the wider finance team, executive director, and portfolio teams to ensure overall grant management and project implementation in the allocated portfolio.

Key accountabilities

Strategic Finance Business Partnering

- Lead financial management, forecasting, scenario analysis and strategic insight for the allocated portfolio, enabling informed decisions and discussions.
- Build and strengthen internal and external financial capability to ensure effective financial systems.
- Ensure cohesion and clear communication of financial data between Finance, Portfolios, Project Director and Senior Leadership team, as well as with the wider organisation.
- Become trusted advisor for portfolio teams in all financial matters, providing value-adding guidance and advice whenever needed.

Grant & Portfolio Financial Oversight

- Lead on all grant financial management deliverables, including due diligence, budgeting, forecasting, report, and payment reviews.
- Regular grant reporting and forecasting with Project Director and project team enabling accurate and reliable planning over short- and medium-term.
- Lead on annual budgeting & business planning for the directorate and grants to help manage grant fund allocations.
- Provide insight and guidance on variances, foreign exchange management, inflation, and other financial aspects.

Systems, Reporting & Data Quality

- Design and maintain reporting frameworks that provide clear, decision-ready insight for directors, senior managers, and portfolio teams.
- Support the portfolio teams in analysing the financial reports submitted by the grantees and in preparing summaries of progress and performance.
- Help support and manage use of our grant management system (AkoyaGo or related system). Ensure grant management systems records are complete and accurate.
- Working with the Finance Manager, lead on donor reporting for the portfolio and support financial reporting reconciliations.
- Working closely with financial operations team, have ownership of financial data accuracy for allocated portfolio, including granting and operational expenditure.
- Support the month- and year-end processes, including fund accounting.

Governance, Controls & Continuous Improvement

- Conduct due diligence on grant proposals and grantee organisations. Ensure proposal budgets are reasonable, that they comply with the Clean Air Fund's internal policies and are compatible with the Fund's priorities and financial resources.
- Manage our outsourced grantee audits (if needed) with finance manager. Work with internal teams and grantees to help implement the recommendations from these reviews.
- Working closely with finance colleagues, ensure all systems and processes are fit for purpose, best practice is applied across teams, and drive continuous improvement.

Person Specification

Essential technical competencies

- Experienced finance business partner with grant financial management experience and a solutions focused approach.
- CCAB Accountancy qualification or equivalent by experience.
- Sound knowledge of Charity SORP or ability to quickly build expertise in regulated accounting frameworks.
- Experience of working in a global facing organisation and ability to adapt working style where appropriate.
- Experience of building relationships with senior stakeholders and working collaboratively across teams. Ability to take a business partnering, solution focused approach.
- Able to analyse complex financial information and present it in a simple, easy to understand format.
- High quality written and verbal communication skills in English.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.

Desirable technical competencies

- Experience working in a grant-making organisation, covering an understanding of working with grantees/sub-grantees and the grants management processes.
- Exposure to due diligence and working across a range of grantees.
- Database systems and ability to manage and design reports for databases is desirable.
- Experience of working with SMEs would also be of value.
- An understanding of the financial risk environment within the international development sector.

Essential behavioural competencies

- A do-er, able to work at pace and respond to opportunities.
- Happy to work autonomously and with an instinctive pragmatic and problem-solving approach.
- Professional, sound independent judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change.
- Collaborative with strong interpersonal skills, quick to build relationships and influence others.
- Highest ethical standards, confidentiality and personal integrity.
- Strong problem solving skills, approaching situations strategically, methodically and with a high degree of rigour.
- Great attention to detail and thoroughness.

Further information

- The postholders must have the right to work at the location where this position is based.
- The post-holder will be based in London, Accra, Nairobi, or Johannesburg.
- Clean Air Fund will not be able to support visa applications.
- The organisation facilitates working from home up to 50% for most of the roles.