

JOB DESCRIPTION

Project Finance and Administrative Officer

Effective from: June 2018

Duration of contract: Until 31st August 2019

Reporting to: Programmes Finance and Administrative Coordinator

Close working relationship with: staff and consultants in the Programmes Team, Finance Manager.

The Rainforest Foundation UK

The mission of the Rainforest Foundation UK (RFUK) is to support indigenous peoples and traditional populations of the world's rainforest to:

- Secure and control the natural resources necessary for their long-term wellbeing and managing these resources in ways which do not harm their environment, violate their culture or compromise their future.
- Develop means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

RFUK considers that an essential first step to protect and manage the tropical forests and to reduce poverty in tropical forest countries is to realise the rights of the traditional and indigenous communities who live in those forests. With secure rights to land and livelihoods, forest peoples can effectively manage forest resources and direct and manage their own development. Founded in 1989, RFUK has over the past 27 years built a solid body of work based on this rights-based approach to development and protection of the rainforest. Although our work is focused on the Congo Basin, where RFUK has worked since 1996, we also work in the Peruvian Amazon.

RFUK tackles the underlying causes of deforestation, linked to the problems of disenfranchisement of indigenous forest peoples globally and locally. From the field to the international policy arena, RFUK reinforces the active participation of forest peoples in the decisions that affect them. We work with over 15 partner organisations in tropical forest countries and our programme work is split into the following thematic areas:

- Threats to forests from the extractive industries, infrastructure development and agro-industrial expansion;
- Conservation effectiveness and monitoring of initiatives to reduce deforestation from deforestation and degradation (REDD);
- Community-based forest management, land-use planning and tenure reform;
- Community mapping and forest monitoring;
- Indigenous peoples' rights.

RFUK currently has 26 staff, with a number of volunteers or interns at any given time. It is governed by a Board of seven Trustees. The London-based Foundation is part of a network of sister organisations, which also include the Rainforest Foundation US and the Rainforest Foundation Norway.

The Programmes Team

The Programmes Team at the Rainforest Foundation UK is one of three teams in the organisation and is the main team responsible for the implementation of our projects under the five themes cited above.

RFUK is implementing several projects in the Congo Basin and Peru which form a coherent approach contributing to overall programmes strategy.

KEY RESPONSIBILITIES

General

The Project Finance and Administrative Officer will provide administrative, financial and logistical support to a range of large and smaller scale projects. The post is based in the Rainforest Foundation's north London office.

Specific responsibilities and tasks

The Project Finance and Administrative Officer will be responsible for the following tasks, under the supervision of the Programmes Finance and Administrative Coordinator:

1. Project administration

- General administrative support to the relevant projects;
- Maintaining project and donor documentation records, including project, staff and consultants' contracts;
- Maintaining schedules and details of project financial transfers and other project related payments required and their due dates;
- Maintaining a schedule of internal and external reporting deadlines, and ensuring that the donor reporting requirements of project related contracts are fulfilled in a timely manner, and that all necessary information required for RFUK reports is received from partners on time;
- Supporting the preparation of consultants/partners contracts and liaising with consultants and partners on specific administrative requirements;
- Supporting programme staff in the preparation and implementation of project evaluations and audits, and assisting in the review of partner audits;
- In conjunction with the Programmes Finance and Administrative Coordinator and the Head of Programmes, ensuring that programmes staff comply with the prescribed administrative systems and requirements;
- Supporting the organisation of programmes' annual strategy meetings and quarterly programmes meetings;
- Arranging translations of programmes publications as required.

2. Project finance

- Developing and maintaining spreadsheets and reports for tracking expenditure and reporting to Donors;
- Ensuring that project expenditures are adequately tracked according to the agreed project budgets;
- Preparing in a timely manner accurate financial reports as required by the donor or for internal monitoring;
- Preparing and monitoring requests for transfers of funds to implementing partners;
- Keeping relevant programme staff informed of incoming and outgoing funds;
- Coding invoices and other programme expenditure;
- Reconciling programme expenditure with Organisational accounts;

- Providing other support, as requested, to Programmes Finance and Administrative Coordinator, Head of Programmes, and programme staff in financial management of projects.

3. Travel and logistics

- Providing project logistical support as required – booking travel and couriers and assisting with obtaining programme staff and southern partners’ visas in a timely manner;
- Managing purchase of project equipment according to RFUK procurement procedures;
- Maintaining a system for signing project equipment in and out and ensuring it is up-to-date;
- Providing other logistical support, including: organising arrangements for partners visiting the UK, and assisting with UK workshops and programme events organisation when appropriate;
- Undertaking other duties from time to time as may be required by Programmes Finance and Administrative Coordinator and the Head of Programmes.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of programme administration (preferably in a charity or an international development context) • Experience in administrating substantial project budgets • Experience in maintaining filing and tracking systems • At least two 'A levels' and GCSE's in English and Maths • High level of competence in using software packages, including main Microsoft Office applications, and especially Excel spreadsheets • Experience in using databases • Good command of the English language and at least basic ability in French or Spanish 	<ul style="list-style-type: none"> • Experience of organising meetings • Financial management/accounting experience in a charity/development project context • Good command of French or Spanish language

Detail	Essential	Desirable
Personal Skills and Attributes	<ul style="list-style-type: none"> • Careful and conscientious with demonstrable attention to detail • Pleasant telephone manner and efficiency in relaying messages and taking instructions • Ability to work in a team, or independently under the direction of the line manager • Good organisational and time management skills with the ability to work under pressure and to multiple deadlines • Willingness and ability to learn on the job, keen to undertake training and career development 	<ul style="list-style-type: none"> • Empathy with and commitment to the Rainforest Foundation's Vision and Mission • Interest in human rights & environmental issues

Summary Terms and Conditions

Hours, remuneration and place of work

The post is offered on a fixed term contract until 31 August 2019 (ideally starting from mid-July 2018), with a 6-month probationary period.

The post is a full time post, based on a 35-hour working week.

The starting salary is £26,494 per annum, including London weighting.

Monthly salary is paid by Bank Automated Credit transfer, on the 25th of every month.

Holidays, sick pay and other benefits are provided in accordance with statutory requirements. At present, 30 days paid leave per year are offered.

Non-contributory pension (4% of salary).

The place of work is 2-4 The Atelier, Old Dairy Court, 17 Crouch Hill, London, N4 4AP. This is a non-smoking environment. There is no car parking provided for the post-holder, although bicycle storage is available.

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual persuasion.