



**Position:** Finance and Grants Officer, Global Greengrants Fund UK

**Reporting to:** Director of Finance and Operations

**Location:** Flexible within UK, with access to meeting space in London

**Position Summary:**

The Finance and Grants Officer is responsible for the smooth running of all transactional processes for grants, payments, reconciliations, and financial reporting. The post holder will also lead on any applicable system enhancements thus offering a critical and wide-ranging systems support role for the grantmaking charity.

The post holder will ensure that financial transactions are properly allocated, recorded, and maintained. They will assist in preparation of audit data as well as supporting project reporting to aid in the preparation of the annual statutory audit and project reports.

**Duties and Responsibilities:**

*Cash Management/Banking/Payments*

- Monitoring the cheque log spreadsheet
- Managing internal bank transfers and maintaining the cash flow analysis template
- Processing grants, staff, and general expense payments
- Allocating paid transactions onto QuickBooks ensuring all income and expenditure is posted correctly in relation to restricted and unrestricted fund categories

*Payroll*

- Preparing monthly salary calculations including liaison with HMRC and NEST pension
- Posting monthly payroll journals including adjustments
- Managing payments and reconciliations of GGF pension system
- Monitoring and completing P11D returns and any requirements from HMRC

*Grants Management/Project Reporting*

- Processing grants on Western Union or Barclays Bank
- Monthly reconciliation of grants and intra-organisational transfers in liaison with the US team
- Working with Grants Management team to track and monitor returns / problem payments
- Managing the financial processes and transactions of project grants budgets ensuring coding aligns with the Chart of Accounts

*Management Accounts/Budgets/Fund Accounting*

- Ensuring monthly balance sheet reconciliations by:
  - o Posting monthly overhead journals including adjustments
  - o Carrying out the fund analysis reconciliations and liaising with Grants/Fundraising team regarding outstanding grant balances
  - o Carrying out accruals, debtor and creditor balance reconciliations
  - o Reconciling multi-currency bank accounts
- Managing staff time and overhead allocations spreadsheets and monthly postings
- Assisting in the facilitation of budget uploads onto the system and managing the financial reporting for project budgets
- Assisting with the development, preparation, and population of annual budgets and reforecasts on existing or redeveloped templates



#### *Record Management/Systems/Audit*

- Maintaining financial records safely and securely on internal data storage systems
- Managing the preparation of annual and project audit work papers and other requests as needed
- Maintaining and updating project budget templates in line with the fiscal year
- Managing staff time and overhead allocations spreadsheets
- Leading on the development of procedural templates and system software changes as required
- Updating the finance manual annually or pre audit

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*