



**Position:** Finance and Operations Administrator, Global Greengrants Fund UK

**Reporting relationship:** Director of Finance and Operations, GGF UK

**Location:** Flexible within the UK, with access to a co-working space in London

## **About Global Greengrants Fund**

Global Greengrants Fund is a leading funder of the world's grassroots environmental and climate justice movements. Since 1993 we have been growing our networks of activists, experts, donors, and leaders to provide these movements with resources they need to work toward a healthy and just future.

Global Greengrants uses a variety of participatory grantmaking models to provide funding and other forms of support to grassroots groups around the world. We work with over 200 grantmaking advisors from around the world, all of whom are experts and activists, connected with the grassroots movements, issues, and challenges in the regions where they work. These advisors make grantmaking decisions as members of our organization's regional and thematic advisory boards, of local funds which grew organically out of advisory boards in the regions where we work, and of other organizations that share our mission and values. We strive, however, for our grantmaking to be a relationship rather than a unidirectional flow of resources. Relationships built on trust and shared learning are essential to the success of our grantmaking. Our advisors help the organizations they fund with mentoring and connections to larger movements and other institutions. By bringing back ideas and knowledge from grantees, advisors also help their colleagues and broader movements to work out new solutions to the problems that confront them.

In 2023, Global Greengrants Fund is amid a strategic journey in which we collectively centre our values, including diversity, equity, and inclusion, and organisational care in our work, and to rediscover our identity and potential after 30 years of work. We have experienced tremendous growth over the past two years and we are thoughtfully, yet rapidly, growing our annual grantmaking, our philanthropic advocacy, and our global partnerships, and collaborations to new levels. This includes creating a globally networked learning organisation and transforming our organisational culture to be more collaborative and self-steering – we call this our transformational journey. The Finance and Operations Administrator needs to understand the challenges and opportunities that come with these transformations and be able to remain flexible, steady, and adaptable.

## **Position Summary:**

The Finance and Operations Administrator will provide financial and general administrative support to the management and operational functions of GGF UK. The Finance and Operations Administrator will support our growing team, including supporting the operations function with processing contracts and invoices, HR and office administration, the finance function with transaction process and grants management, and providing administrative and logistical support to GGF UK activities, as well as activities funded by GGF UK donors as appropriate.

## **Major Responsibilities:**

- Support all areas of financial operations
- Support all areas of organizational operations
- Contribute to ensuring financial processes are undertaken accurately and efficiently
- Contribute to ensuring all office systems are functioning efficiently

## Support to the finance function

### Transactions management

- Ensuring all income and expenditure is coded correctly onto Quickbooks (unrestricted vs restricted) after receipt/payment.
- Managing the ukfinance email inbox for all payment related requests or queries – following up where approval or information is outstanding per the expense & invoice process, then filing invoices for payment on Dropbox.
- Maintaining the expenditure folders, including but not limited to Invoices, Debit Card Receipts, Staff and Trustee expenses.
- Maintaining the organizational Purchase Order system.
- Monitoring the cheque log spreadsheet.
- Maintain financial records on internal data storage systems.

### Grants Management

- Managing the multi-currency grant payment process on Western Union, Central FX (CFX), or Barclays Bank through to payment completion.
- Working with Grants Management team and forex providers (CFX and Western Union) to track and monitor returns / problem payments.
- Completion of payment status on Grants Portal and tracking receipts.
- Prepare grants and other payments for authorization and payment via BACS or international transfers.
- Participate in regular meetings to help shape the strategy and ways of working of our organization.

### Cash management/Banking/Payments

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

### Other

- Support with the monthly reconciliation of grants.
- Support in inputting direct general ledger account entries and adjustments.
- Support in reconciling all currency bank accounts including forex providers.
- Assist with month end reconciliations including journal posting.
- Support donor reporting and provide financial reporting on an as needed basis.
- Assist with preparations for the annual statutory and project audits.

- Support with other reporting duties as assigned by leadership.

### **Support to the operations function**

- Managing docthub for contract sign offs and filing in Dropbox
- Supporting with processing supplier invoices and filing in Dropbox
- Managing careers@ inbox and job advertising
- Managing and following up with technical support issues relating to payroll, leave, and expenses (outsourced to ADP)
- Booking in-office day passes (for London staff) & other adhoc tech or equipment requests from the team
- Managing subscriptions to organisational software accounts e.g. for Zoom
- Scheduling Finance and Operations related meetings
- Providing administrative and logistical support to activities funded by GGF UK donors
  - Booking staff and advisor international travel and related costs for activities funded by GGF UK
  - Liaising with US Finance in support of financial reporting to GGF UK donors
  - Collating documentation required by GGF UK donors' due diligence and reporting processes
- Undertaking general administration activities as assigned by leadership - including filing and support for evolving requirements of the management and consultant team

### **Position Specifications**

#### **Essential Values and Competencies**

- Commitment to the mission and values of Global Greengrants Fund
- Transparency and accountability
- Critical thinking and analysis
- Build strong interpersonal relations from the role - across both organisations (up, down and across and externally)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

#### **Essential Knowledge, Skills, Abilities and Experience:**

- Experience working in a similar role in a similar not-for-profit/charitable organization.
- Demonstrated experience dealing with financial information and processes, an understanding of accounting principles, and knowledge of accounting and budgeting processes.
- Demonstrated experience dealing with administrative processes and an understanding of office administration, especially in a non-profit, remote organization.
- Excellent organisational skills and the ability to prioritise a variety of work activities in a busy environment and to meet strict deadlines.

- Demonstrated ability to work at a high level of accuracy and with great attention to detail; excellent follow-up and follow-through skills.
- Demonstrable analytical and problem-solving skills, with the ability to identify and resolve issues effectively.
- Excellent interpersonal understanding, relationship building, and interpersonal skills; strong experience working collaboratively in teams.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Excellent communication skills – written and oral; fluency in English; proficiency in other languages an asset.
- Experience in using Financial Systems such as QuickBooks in multi-country geographies.
- Excellent Excel Skills and an ability to build and maintain financial templates.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Trello, Zoom, Slack and Asana and Quickbooks, SmartSimple, Salesforce and/or other similar financial and donor management systems).
- Ability to travel internationally (approx. one week per year) if context allows.

#### Desirable Knowledge, Skills, Abilities and Experience

- Working with entities in Africa, India, China, Asia, Latin America, and North America.
- Experience using grant management applications.
- Experience in small, growing organisations.
- Experience with grantmaking and the philanthropic sector.
- Experience of shared leadership models of work, and more collaborative, self-steering ways of working.
- Experience with bank reconciliations and/or balance sheet reconciliations.