Job Description – Forests Campaign Finance Administrator

Position: Forests Campaign Finance Administrator
Job grade: 2 (1)
Reporting to: Forest Campaign Team Leader
Based in: UK, with some remote working
Start date: ASAP
Contract duration: Permanent /Full Time
Salary: GBP 28,000 – GBP 32,000 (depending on skills and experience)
Application closing date: 13/09/2021

Background:
The Environmental Investigation agency (EIA) is an independent campaigning organization committed to bringing about change that protects the natural world from environmental crime and abuse.

EIA’s Forests Campaign has been a major part of EIA’s work since 1999, and works to reduce global deforestation by improving forest governance in producer countries and implementing demand-side controls in major consumer markets. To achieve these aims, EIA conducts research, investigations and lobbying activities designed to curb illegal logging and trade in illicit timber by closing major markets to imports of illegally-sourced timber and wood products. EIA is also working to ensure forest governance measures are embedded in emerging avoided deforestation schemes, and to reduce forest conversion for plantations.

Main Purpose of Position:
This position will be responsible for supporting all of the varied administrative needs of the Forests campaign as directed by the Forests Team Leader with a priority of financial management. Responsibilities will include, but are not limited to, the following:

Finance
- Maintain running budgets of team expenditure
- Respond to finance queries from both the Forests and Finance teams
- Prepare and distribute monthly budget updates
- Draft internal budgets and reports as required
- Support the team in day-to-day financial transactions, such as payment of consultants and partners
Grant management

- Assist in all project quarterly & annual reporting, including liaising with project partners, drafting financial and narrative reports, and ensuring all deadlines are met
- Assist in collating information for, and drafting, fundraising proposals
- Draft donor and partner contracts
- Arrange and manage sub-grants to partners
- Assist with Forests team quarterly planning, including maintenance of a calendar and tracker of campaign activities
- Act as a liaison between the Forest Campaign and other departments, including Finance, Communications and Fundraising

Administration

- Maintain comprehensive and organised records of Forests campaign activities, financial information, contacts and historic archives
- Organise external team meetings and assist in team logistics

Range of Responsibilities:

- Assist in the production of high-quality campaign materials,
- Arrange translation and printing of external reports
- Assist in the production of annual campaign strategies for the Forests campaign, and contribute to EIA’s long-term strategic planning

Person specification:

Essential

- Accounting experience/qualification
- Experienced user of Microsoft Office, including Excel
- Good oral and written communication skills
- Ability to prepare accurate, relevant and clearly presented financial and narrative reports
- Ability to clearly articulate financial concepts and prepare high-level financial summaries
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities

Desirable
• Understanding of donor reporting and compliance (ideally DfID, Norad, foundations)
• Experience working in an international environment, or with partners based overseas
• Experience of Sage accounting