

Job Description for Project and Finance Officer (Ocean campaign)

About us

We investigate and campaign against environmental crime and abuse.

Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful greenhouse gases including methane and fluorinated gases such as HFCs, by exposing illicit trade in fluorinated greenhouse gases and through improving energy efficiency in the cooling sector.

About role

EIA is seeking a highly organised and efficient Project and Finance Officer who works well within a team to join EIA's Ocean Programme. The Ocean Project and Finance Officer is a full-time role which will provide support to EIA's Ocean Programmes to ensure efficient implementation of the Ocean campaign strategy. While this is envisaged as a full-time role, we are open to considering applicants who want to work a four day week.

Salary

£29,000 - £33,000 (subject to experience)

Deadline for applications

Friday 17th October 2022

Main purpose of position:

The key responsibilities will include managing financial information, monitoring campaign activities, assisting with donor reporting, engaging with and co-ordinating EIA team members and Project partners, developing campaign and communication materials and providing support as needed for organising workshops and events.

Organisational matters:

The Ocean Project and Finance Officer will report to the Programme Lead and work closely with senior and junior campaigners as well as finance and fundraising officers. The position will be based in EIA's London office, with flexible/hybrid working arrangements available. Some travel may be required as part of the role.

Responsibilities:

This position will be responsible for supporting all of the varied administrative, financial management and project management needs for implementation of the Ocean campaign. Responsibilities will include, but are not limited to, the following:

Financial Management:

- Maintain running budgets and tracking of team expenditure in coordination with the finance team;

- Ensure expenditure is allowable under the campaign grant conditions and conforms with the terms of the various grant agreements;
- Respond to internal finance queries, including quarterly budget forecasting;
- Prepare and distribute monthly budget updates;
- Support the development and tracking of internal campaign budgets and reports as required;
- Support the team in day-to-day financial transactions, such as payment of consultants and partners;
- Liaise with the finance team to produce financial reports for funders.

Grant Management:

- Assist in all donor reporting, including liaising with Project partners, drafting financial and narrative reports;
- Coordinate the development of funding proposals in coordination with fundraising and act as a contact point for donors within the team;
- Attend regular catch-up calls with fundraising to identify fundraising opportunities and develop letters of interest to donors based on the strategy;
- Assist with campaign planning, including tracking and maintaining a workplan of campaign activities;
- Act as a liaison between the Ocean campaign as well as other EIA departments including Finance, Fundraising and Communications, as well as Project partners

Project Coordination:

- Provide logistical support as needed for organising workshops, roundtables, webinars, and field visits;
- Co-ordinate with campaign partners and consultants for implementation of campaign activities;
- Prepare and maintain contacts and mailing lists;
- Arrange design, translation and printing of campaign materials;
- Participate in internal team meetings and help manage work flow across the team;
- Assist with preparation of contracts for and manage sub-grants for partners and/or consultants, in particular ensuring donor and financial compliance and best practice grant management;
- Support project tracking and delivery, ensuring milestones and deliverables are being met in line with grant and strategic requirements

Information Management:

- Collect, analyse and manage data and information for assessing campaign progress in line with the campaign strategy and monitoring and evaluation plan;
- Maintain comprehensive and organised records of campaign activities, financial information, contacts and historic archives;
- Ensure campaign materials are organised and accessible through EIA's information management systems;

Research and advocacy support:

- Conduct campaign research as required;
- Support campaigns-related communications as required, including social media;
- Assist in the production of external reports and campaign materials.

Strategic planning:

- Contribute to the development of campaign strategies and budgets

Person specification:

Essential

- Experienced user of Microsoft Office, including Excel, and collaborative working tools (e.g. SharePoint, Teams)
- Good oral and written communication skills, including knowledge and experience of key social media platforms
- Ability to prepare accurate, relevant and clearly presented financial and narrative reports
- Ability to clearly articulate financial concepts and prepare high-level financial summaries – financial management is a priority responsibility within the role
- Experience in financial and grant management for statutory funders
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities
- Ability to work well within a diverse team
- Legal right to work in the UK
- Understanding of donor reporting and compliance, in particular consultancy and sub-grant management

Desirable

- Project management experience or qualification
- Experience with organising workshops, seminars and roundtables (both online – e.g. webinars – and in person)
- Experience working in an international environment, or with partners based overseas
- Accounting experience/qualification
- Commitment to working on environmental issues
- Broad knowledge of ocean and environmental issues, in particular plastic pollution, climate and biodiversity
- Foreign language skills
- Prepared to travel outside the UK at short notice
- Experience in monitoring and evaluation of advocacy-based campaigns