**Job Announcement**

**Job Title:** Finance Coordinator

**Reports to:** Executive Director

**Location:** Flexible global location with UK/CET-compatible time zone or able to commit at least 4 hours a day to overlap with UK/CET time zone.

**Compensation:** USD 55,000 - 85,000. Salary is offered based on experience and location, adjusted based on the cost of labour for the country in which the candidate resides. Candidates must have the right to work in the country they are applying.

**Contract Type:** Initial 1-year employment contract at 4-5 days/week (with the possibility of a permanent contract) through Rockefeller Philanthropy Advisors (RPA), the fiscal sponsor of the Global Commons Alliance.

**Who we are**
The **Global Commons Alliance (GCA)** is a network of organisations driving collaboration, innovation and funding, currently formed of 5 core components and over 70 partners. We come together from all over the world, bringing together rigorous science with diverse ideas, perspectives and solutions, in order to change mindsets, actions and systems to safeguard the 'global commons', the interconnected systems that support life on Earth: from the Arctic sea ice to the Amazon rainforest, from critical ocean currents to our fresh water network. Our vision is a safe and just future for people and planet. Our mission is to mobilise citizens, companies, cities and countries to accelerate systems change, and become better guardians of the global commons.

Of the GCA’s 5 components, the **Earth Commission** is pioneering a scientific framework defining the safe and just boundaries for a liveable planet, and the **Science Based Targets Network** translates this into clear goals for companies and cities. **Earth HQ** communicates with the public, informing them about the issues and creating pressure for action. **Systems Change Lab** provides insights and tracks progress on the radical changes required, and the **Accountability Accelerator** designs and supports ways to hold companies accountable to their commitments.

The GCA **Core Team** which supports the 5 components and the GCA’s shared ambition is looking to strengthen its finance and fundraising capacity with a Finance Coordinator. The GCA is a fiscally sponsored project of Rockefeller Philanthropy Advisors.
Advisors (RPA), a U.S. public charity. As such, this person will work closely with the GCA Core Team; Executive- and Fundraising Director; financial coordinators from each component; and primary points of contact at RPA to improve shared budget & accounting practices across GCA and support the fundraising capacity at the Core Team.

**Primary Responsibilities**

**Budget Preparation and Management**
- Lead on financial analysis, coordinated budgeting and monthly forecasting for the Core Team, also keeping an overview of the Component finances and budgets.
- Work with RPA, the Executive Director and Alliance finance team to ensure aligned, high standard and timely budgeting and accounting practices across GCA, including its 5 components and Core Team budgets.
- Coordinate inputs to and prepare budget drafts for GCA Executive Director (across GCA) for sign off by component Executive Directors and Steering Committee.
- Prepare the Executive Director and Fundraising Director for meetings and presentations by gathering and analysing budgeting material and/or preparing budgets.

**Support to Fundraising Coordination**
- Research on fundraising landscape for GCA, including existing and potential new donors, working with the Core Team Fundraising Director and fundraising team across the components.
- Support in designing, building and keeping a CRM organised and up to date with all fundraising information.
- Prepare the GCA Executive Director and Fundraising Director with research and material gathering in advance of meetings with donors.
- Support the Fundraising Director in negotiations with donors by preparing budget proposals and financial reports.
- Updating pipeline documents and any other tasks related to fundraising as outlined by the Executive Director and Fundraising Director.

**Cross-GCA Team Functioning & Core Team Support**
- Establish and maintain GCA finance coordination team, across core and all components.
- Coordinate with GCA components to ensure that all fundraising, and finance information is up to date and on CRM, and work in partnership with RPA to oversee grant dispersal and management.
- Participate in GCA Core Team and Coordination Team meetings and workshops as appropriate.
- Serve as the point person for any Core Team team needs in execution of contracts and payment of invoices and expenses to external vendors.

**Profile**

The ideal candidate is an experienced finance manager who is also a strategic systems thinker who is able to work as a key player in a small, global team to support financial management, planning and fundraising across multi-dimensional programmes.

**Experience and qualifications**

- Educated to degree level with relevant financial/ accounting qualifications, e.g. Bachelor's degree in finance, accounting, business administration, or a related field, and/or comparable degree and finance experience.
- At least 6 years’ experience in designing and managing budgets, forecasting and financial analysis in ways that meet international standards and providing expert grant management support.
- Demonstrated financial acumen and experience in managing complex budgets for multi-country, multi-partner projects.
- Experience in supporting preparation of financial submissions and reporting on 6-7 figure grants, including both unrestricted and purpose-restricted funds.
- Strong knowledge of accounting methodologies and auditing standards, including U.S. Generally Accepted Accounting Principles (GAAP).
- Extensive working knowledge of Microsoft Office Suite and Web-based tools including Excel, and demonstrated capability to learn new software, including Salesforce platforms or other CRM softwares.
- Experience of having worked in a remote working network, multi stakeholder organisation or with multiple teams simultaneously.

**Skills and desired personal traits**

The Fundraising & Finance Coordinator will bring to our lean, entrepreneurial, and dynamic team the following ways of working:

- Highly self-motivated, with the ability to work independently and flexibly as part of a small dynamic, multi-cultural team, taking initiative and responsibility to support other team members with relevant ad hoc tasks.
- The ability to translate complex financial information and concepts for various audiences, with a firm grasp on accounting principles, budget analysis, fiscal compliance and risk management.
- The responsibility and independence to work in a remote environment, with the ability to perform routine duties, handling a variety of tasks simultaneously, setting priorities and scheduling own work.
● Strong organisational skills with a keen eye for detail, accuracy, process and efficiency.
● Sound judgement, including the ability to use and show discretion and maintain a high level of confidentiality.
● Strong written and verbal communication skills.
● Fluent English.
● Enthusiasm for and commitment to the GCA mission and working with a systems change initiative.

Terms and conditions:
The Global Commons Alliance is a sponsored project of Rockefeller Philanthropy Advisors. Employment contract would therefore be with Rockefeller Philanthropy Advisors. The initial contract will be for 1 year, but the Core Team is looking to incorporate the appropriate candidate permanently into the team.

At certain times of the year travel to team meetings may be required. These meetings are sometimes in the U.S., sometimes in Europe and occasionally in other parts of the world.

To apply for the post:
Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume in strict confidence by email only to: Tania Charlton Christensen at recruitment@globalcommons.org
Please ensure that attachments are sent as Word documents with the titles “your name cover letter” and “your name CV”. Please put “GCA Finance Coordinator” in the email subject line.

The deadline for applications is August 14th 2023

Interviews will take place remotely.