

## **Organisation Description**

### **About FILE:**

Founded in 2018, the Stichting Foundation for International Law for the Environment (FILE) is the major philanthropic initiative working to tackle climate change by scaling up environmental legal action globally.

Driven by the urgent global transition to a net zero society, FILE funds world-leading global partners to deliver pioneering legal actions and emblematic precedent-setting cases with the aim of keeping global warming below 1.5 degrees. Our grant portfolio includes workstreams that cut across the natural systems including: Just Energy Transition; Land Use; Sustainable Finance; Future of Environmental Law; and Nature.

FILE supports the development of a strong, diverse, and empowered ecosystem of partners, enabling the co-development of strategy to collectively make a meaningful impact on climate change and the protection of biodiversity. We seek to grow the field, while increasing diversity, and facilitate successful legal outcomes through access to key research, capacity building, knowledge sharing, strategic communications and campaign alignment and learning. FILE aims to prioritise the promotion of our partners work rather than our own organisational brand.

### **The Position**

**Job Title:** Finance Business Partner

**Reports to:** Lead Finance Business Partner

**Location:** London or Netherlands

### **About the role:**

FILE is looking to hire a new Finance Business Partner; the successful candidate will work in partnership with the Grant Managers and Head of Grants Hub, and the wider FILE team to provide a high-level of support and guidance with a particular focus on due diligence and financial reviews of grant proposals. This is an exciting opportunity for an ACA qualified individual, who has a shared interest in FILE's climate mission, a high level of attention to detail, a solid work ethic, and is passionate about what they do and how they can make a difference in this role.

The successful candidate will work closely with the Lead Finance Business partner to provide the best service to the wider business, identifying and implementing new finance practices and processes.

### **Key Responsibilities:**

To Support the Grant management team in all financial aspects of grant management including:

- Performing Due Diligence on partnering organisations
- Reviewing grantee's proposed budgets
- Supporting narratives around budget and risk sections of grants proposals
- Reviewing grant agreements
- Reviewing annual grants performance
- Assessing grant payments
- Reviewing quarterly or semi-annual grant reports
- Co-developing risk-based approach for the due diligence process

- Supporting / advising on the grantee organisational development
- Participating/ facilitating in the implementation and update of FILE's GMS (grant management system) as when required
- Implementing/ improving or reviewing FILE finance / grants related policies
- Working closely with Finance and Grants Managers on development and implementation of timesheets
- Implementing a plan and process for auditing FILE's grantees
- Performing the internal audit function (i.e., to help with the regular annual audit in terms of grants closure or proofs of approvals)
- Assisting in the audit – performed on FILE by the donor
- Supporting on some aspects of donor finance – i.e., in annual review performed on FILE by the donor
- Assisting in various financial / grants reconciliations as and when required
- Any other ad hoc tasks

### **The talented individual:**

Key competencies for this role include:

- Excellent and demonstrable working knowledge of due diligence and audit processes.
- High level of attention to detail
- The ability to work collaboratively with the wider FILE team, and build solid partnerships internally.
- A problem-solving nature, with the ability to challenge and ask questions when required in order to achieve the best outcome.
- Excellent verbal and written communication skills.
- Solutions orientated.
- A self-starter, who is at working in a fast paced growth environment.
- Able to work on own initiative and to tight deadlines
- The ability to build credibility quickly as a subject matter expert, offering reliable advice.

### **Qualifications & Experience:**

- ACA qualified (ACCA and CIMA may be considered)
- Previous experience in a similar role required
- Previous experience working in the non-profit field would be desirable
- Passionate about climate change and FILE's mission.

### **Diversity & Inclusion**

File Foundation is committed to challenging inequality and values diversity in all areas of life. We recognise that reflecting that diversity will only ever make our organisation better. We work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. We encourage applications from people of all backgrounds, particularly those from under-represented communities.

## Applications

To apply for this role please send your CV and cover letter to [careers@filefoundation.org](mailto:careers@filefoundation.org) for the attention of Keeley Hewitt. Closing date for applications is the **31<sup>st</sup> January 2022** .