



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.

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.

The Position

Job Title: Finance Director

Reports to: Director, Global Programmes and Operations

Location: Homebased/ London or Netherlands (Regular presence in the London office required, when Covid restrictions allow)

Salary: £90k - £120

About the role:

FILE is looking to recruit a Finance Director to support the Foundation during a significant growth period. This talented individual must have a proven track record as a Financial Controller looking for the next challenge in their career or as a Finance Director in a philanthropy, foundation or charity/not for profit environment.

A newly created position, that reports directly into the Director, Global Programmes and Operations, the successful candidate will not only be an exceptional accountant with hands-on experience, but highly commercially astute.

As FILE's most senior finance professional, you will be responsible for overall financial management, business analysis and financial control of the organisation. You will transform finance into an outward facing business partner, providing critical financial information and insight to the business, FILE's board, donors and partners. You will invest in the development and culture of the finance team (people, systems, and processes) to ensure it is fit for purpose to support FILE as we seek to grow.

The successful candidate will have exceptionally strong presentation skills and an outward-facing mind set, you will be very comfortable communicating complex financial messages to, and in building relationships with, FILE's board and donors. You will be an individual looking to excel in an inspiring and changing environment, with a natural interest in the environment and climate change sector.

Key Responsibilities:

Reporting to our Director, Global Programmes and Operations, you will lead FILE's financial strategy, planning, financial stewardship and control, whilst providing a wide range of strategic business

support, financial analysis and information to FILE's Board, management and donors. This will include line management of 3 existing members of staff.

1. Financial leadership, strategy and reporting

- Working with the Director of Programmes and Operations to provide sound financial advice to the Chief Executive, Directors and donors, acting as the leading interface between management and donors on financial matters.
- Lead on the development and implementation of FILE's long term strategic financial planning and annual budgeting processes. Accountable for ensuring processes are in place for resource allocation and performance monitoring of the organisation.
- Ensuring that the appropriate processes and procedures are in place to monitor and grow FILE's long-term financial viability, advising directors on the financial consequences of proposed actions in a timely manner.
- Working with the Finance Business Partner, lead on the development of financial reports to management and donors, ensuring that accountability to key stakeholders is maintained for all activities.

2. Financial Management and Accounting

- Leadership of the finance function, including oversight of the processing of all income and expenditure.
- Oversight of all accounting and taxation services and advice for FILE NL and UK.
- Ensuring the effective development, implementation and evaluation of finance policies and procedures for FILE, ensuring their consistent and compliant application.
- Supervision of the production of the annual Statutory Accounts for all FILE entities, including overseeing audit as needed.
- Ensuring compliance with all relevant financial legislation, regulation and guidelines, such as VAT.
- Ensuring integration of systems across different functions, throughout the organisation.
- Act as the lead external interface with stakeholders (which might include donors, grantees, banks, auditors, pension funds and investment consultants).

3. Financial Grant Management

- Lead FILE's Finance Business partner unit, ensuring that granting decisions are taken with a risk-based approach, in line with FILE policies and governance structure.
- Participate in FILE's grant processes to ensure that FILE's granting is made sustainably, with excellent value for money, whilst enabling FILE partners to achieve their impact objectives.
- Providing support to FILE's grantees on financial and organisational development matters as and when appropriate.

4. Risk Management and Operations

- Ensuring appropriate risk management techniques and financial controls are embedded throughout the organisation, related entities at strategic and operational levels, and across jurisdictions.

- Providing and/ or coordinating all IT, risk / insurance and property services and advice.
- Providing line management, support and development to relevant team members within their area of responsibility.
- Ensuring that the reputation of the organisation in relation to finances and risk management is actively managed and monitored with all relevant stakeholder groups.
- Acting as a spokesperson for the organisation as and when required and undertaking other duties as required by the Chief Executive and Director, Global Programmes and Operations.

The Talented Individual

- Fully qualified chartered accountant (ACA or equivalent), with significant demonstratable experience.
- Track record of delivering excellent financial reporting and decision-making support to both internal and external stakeholders.
- Excellent leadership skills, ability to act as a subject matter expert offering guidance and direction and leading on key decisions and recommendations on behalf of the finance team. Ability to coach and develop team members to achieve excellence.
- Outstanding communication style, able to relate to a wide range of people. Able to interpret and clearly explain complex financial data to non-finance staff and external stakeholders, and enable decision-making.
- Experience of running a small finance and general administration department in a similar sized organization.
- Strong experience in technical financial accounting, management accounting and analysis.
- Experience of managing a complex grant portfolio within a charitable setting (desirable).
- Capable of managing multiple responsibilities and able to deliver to strict deadlines.
- Strong influencing skills and able to contribute effectively to strategy.
- Strong IT knowledge and experience.

Applications

Please send your CV and covering letter explaining your interest in joining FILE and the contribution that you think you could make to the Foundation's overall mission in this space. Please clearly identify the role that you are applying for in the email title. All applications should be sent to careers@filefoundation.org.

This role is open for applications immediately, closing date **Friday 3rd December 2021**. Should you have any questions, please email the careers mailbox (careers@filefoundation.org) for the attention of Keeley Hewitt.

Diversity and Inclusion

FILE is committed to challenging inequality, valuing diversity in all areas of life. We firmly believe that we are strengthened by the diversity of our staff. We actively work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. FILE strongly encourages



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applications from people of all cultures, backgrounds and experiences, particularly those from under-represented or historically disadvantaged communities.