IIGCC

Job Description: Finance, Planning and Analysis Manager

Reports to: Head of Finance and Operations
Place of work: Central London / hybrid
Time: 5 days/week – full time
Contract Length: 24-month fixed term, with possible extension
Starting date: As soon as possible
Salary: Competitive plus benefits

About IIGCC
IIGCC brings the investment community together to work towards a net zero and climate resilient future. We create change the world needs by unlocking investor action on climate change.

Our work supports investors in generating returns for clients and beneficiaries, which in turn provides financial wellbeing for future generations. We work with our members to address climate risk and ensure they are well positioned to make the most of investment opportunities offered by climate mitigation and adaptation efforts, ensuring that their investments contribute towards a better world for us all to live in.

Our team collaborates with investors to create practical solutions that can make a real difference in tackling climate change – facilitating investment practices, policies and corporate behaviours that have real impact and deliver change that the world needs.

For more information visit www.iigcc.org and @iigccnews.

The Role
We are seeking an experienced Finance Planning and Analysis Manager to play a crucial role in supporting the financial planning and decision-making processes within our organisation. You will be responsible for analysing financial data, preparing reports, and providing key insights to aid in strategic business planning and performance evaluation. You will have strong analytical skills, a solid understanding of financial principles, and the ability to communicate complex financial information effectively. This post will report to the Head of Finance and Operations.

While this role is initially offered on a fixed term basis for 24 months, we hope that the contract can be extended, subject to resources.

Main responsibilities
The work will comprise the following key activities:

- Conduct financial analysis and provide insights on business performance, including variance analysis, trend analysis and financial forecasting.
- Responsible for grants management and reporting in collaboration with the Development team; this ranges from supporting with budget proposal development, grants expenditure analysis, and reporting.

- Complete monthly grant expenditure allocations, using organisational knowledge to recommend allocations which optimise grant spending and highlight major variances against budget. If appropriate, identify possible remedial action(s).

- Prepare and present financial reports, dashboards to senior management and stakeholders.

- Assist in the development of annual budgets, financial plans and long-term strategic plans.

- Build strong and positive relationships with Programme Directors and other budget holders, helping them to understand and ‘own’ their numbers.

- Maintain and develop IIGCC’s rolling financial forecasting model, highlighting critical trends and supporting or challenging assumptions as necessary.

- Provide strategic and medium/long-term financial planning scenario analysis.

- Support the Head of Finance and Operations to develop and implement financial strategies that support achievement of organisation-wide objectives.

**Skills and capabilities**

**Essential**

- Qualified accountant, with solid experience in developing and improving accounting & financial management processes and systems, management accounting & reporting and donor financial reporting.

- Strong finance system skills, including intermediate/advanced user knowledge of Excel and modelling skills.

- Strong financial analysis skills with demonstrable experience in working both collaboratively and independently to formulate insights and produce credible, clear and compelling recommendations.

- Strong communication skills – the ability to succinctly distil and understandably convey complex information to senior stakeholders.

- Skilled at working under pressure with proven ability to prioritise.
− Ability to work independently and as part of a team.
− An understanding of the not-for-profit sector
− Fluency in English language
− Competency in routine IT tools including Microsoft Office

**Desirable**

− Experience working in finance within the not-for-profit sector
− Experience working with Xero

**Why work at IIGCC?**

People join IIGCC because they care deeply about making a difference in supporting our mission that brings the investment community together to make significant progress towards a net zero and climate resilient future by 2030. In return, IIGCC offers its employees a competitive salary with a wide range of benefits and supportive ways of working. You can find the full list of our benefits [here](#).

**Applications**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their relevant skills, capabilities and experience for the role by completing the application form [here](#).

If you have any queries, please email [vacancy@iigcc.org](mailto:vacancy@iigcc.org).

**Recruitment timeline**

IIGCC will review applications on a rolling basis so would encourage early application.

**Please note:**

− Applicants must be eligible to work in the UK.
− Only shortlisted candidates will be notified.
− We do not discriminate on the basis of race, age, gender, sex, sexual orientation, disability, religion, marital status, or any other basis of discrimination prohibited by law.