



Job Description

Position:	Senior Grants Finance Officer
Contract:	Fixed term (2 years, with possibility for extension)
Location:	GWEC Offices at Brighton UK (Southwick Office) (Hybrid Working Arrangement – 2 days per week minimum in office)
Responsible to:	Grants Director (matrix reporting to Head of Finance)
Responsible for:	Project and grant financial management for specific projects

Deadline for applications: 21 May 2025

The Global Wind Energy Council (GWEC) is a high-profile trade association leading the international clean energy transition as the world seeks to stay within 1.5c global warming target. Our mission is to ensure that wind power establishes itself as the answer to today's energy challenges, providing substantial environmental and economic benefits. We have innovative programmes and collaborations promoting sustainable offshore wind development, mentoring women working in wind industry, education and energy access. We are a Belgium registered non-profit with subsidiary companies and offices in the UK, Lisbon India, China, Singapore and a global staff of around 70.

GWEC hosts collaborations which bring like-minded organisations together to achieve the wider goals. One such organisation receiving project grants is the Global Renewables Alliance (GRA) which brings together the associations representing the major renewables technologies. GRA campaigns for growth in renewables, including at high profile events including New York Climate Week and COP with its Double Down, Triple Up - 3X Renewables campaign.

Role Overview:

This is an exciting new position for a highly motivated, organised, analytical and collaborative Financial professional with project and grant experience, with a commitment to improve systems and processes, develop a healthy compliance culture and to make a real difference in a growing organisation. The post-holder will provide project support and technical finance expertise to our GRA grant-funded projects and advice on donor-funded or other restricted projects, to ensure accuracy of all finance transactions related to the project and to manage all financial aspects of projects from budget preparation to project closure. This will include projects directly managed by GWEC, and projects managed by hosted collaborations.

Summary responsibilities:

- 1. Grant financial set up, compliance oversight and close out, including audit liaison**
- 2. Complete & accurate transaction processing and quality assurance**
- 3. Regular project financial reporting and analysis**



- 4. Project financial knowledge is disseminated, and good practice is shared within Finance, Grant and Project teams & GWEC**

AREAS OF RESPONSIBILITY

1. Grant financial set up, compliance oversight and close out, including audit liaison

- For all new grants, induct project delivery teams on the financial aspects of donor contractual obligations, and provide support and advice regarding adherence to contracts financial rules and regulations throughout the grant period.
- Advise and support on the procurement process for all grant funded procurement in compliance with the GWEC Procurement Policy and Grant requirements.
- Attend quarterly project grant oversight meetings as Finance lead, to present budget-versus-actual expenditure analysis for the period.
- Support the project delivery teams in the preparation and submission of donor financial reports, ensuring reports are consistent with project financials and meet donor compliance and expectations.
- Work with line manager to close out projects within the finance system and align this closeout to final grant reporting, saving all appropriate documentation and evidence in a suitable way (and reviewing all transactions to ensure nothing has been omitted).
- Liaise with auditors to manage granter audits, provide documentation supporting transactions, meet all requirements and complete any audit recommendations, working closely with Grants Lead.

2. Complete & accurate transaction processing and quality assurance

- Create good/best practice financial controls and processes, to ensure legality and quality of all transactions, such that they are approved in line with donor and GWEC policies.
- Review monthly financial transactions listing to ensure all financial requirements have been met, and post required adjustments in a timely fashion.
- Prepare and review a quarterly project fund statement for each project, and review for exceptions. Resolve and clear any historical outstanding balances.
- Ensure all transactions are supported by adequate documentation, approval and that documentation is filed and retained in a suitable way.
- Ensure financial transactions are accrued and reversed as appropriate on a timely basis.

3. Regular project financial reporting and analysis

- Ensure grant leads receive monthly spend updates, to enable them to manage spend against grant in line with the agreed budget phasing.
- Develop reporting templates (and other tools) in line with donor requirements and the requirements of GWECs finance system, allowing automated reports to be produced in the desired format and which include transparent reporting on cost-recovery.



- Prepare quarterly detailed grant and project financial reporting (budget vs actual), and additional reports where required by donors, adhering to donor requirements, and coordinate internal review.
- Support the project teams to provide narrative explanations for financial variances versus expectations where appropriate
- Ensure grants are utilised in line with contractual obligations, supporting project teams to regularly reforecast and communicate and obtain sign off for revisions internally and from donors, as required.
- Produce a consolidated project financial report across GRA's grant-funded project portfolio highlighting key financial performance and risk factors.
- Produce financial analysis as required by the project team(s) to assist decision-making.

4. Project Financial knowledge is disseminated, and good practice is shared within Finance team, GWEC and GRA

- Share technical advice, grant specific guidance and project financial management best practices and tools
- Provide information and ongoing training to project staff on any relevant project finance topic (e.g. transaction quality or cost-recovery) creating and sharing any materials where necessary
- Contribute to GWECs systems, policies, processes, guidelines.

Essential Person Criteria:

- Right to work in UK- no Visa sponsorship
- Ability to regularly attend the GWEC office in Southwick (2 days per week)
- Fluency in written and spoken English
- 3 or more year's post qualified work experience in project finance management and grant management
- Experience of financial management of grants from multiple different donors
- Experience of working on multiple projects without loss of effectiveness
- Commitment to the work and mission of GWEC and the clean energy transition
- Proven ability to build good working relationships with non-finance staff
- IT minded, you are comfortable with various international Accounting Systems and advanced Excel skills (e.g. use of VLOOKUP's, Pivot tables etc)
- Strong analytic skills and problem-solving abilities.

Desirable Person Criteria:

- Experience within an international NGO environment
- Experience of developing project metrics and KPIs
- Experience of grant funded project audits

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- Part Qualified accountant or Masters degree in Accounting or Business Finance or equivalent Business related degree

Compensation and Benefits

GRAs competitive benefits and a salary commensurate with your experience.

The job is a contract position for two years with possibility for extension.

To apply, please send your CV and cover letter to Vanda Marques [<opportunities@gwec.net>](mailto:opportunities@gwec.net) quoting the job title in the email subject. Failing to do so will result in your application being delayed or rejected.

We regret to inform that only shortlisted candidates will be notified.

Deadline for applications: 21 May 2025