Date: 01 March 2021

Position Title: Budget Officer
(reports to Head of Finance and Operations)

Position Location: Geneva, Switzerland
General Terms of Reference
Gold Standard is a standards body and thought leader that promotes the best that can be achieved in climate and development projects. It was established in 2003 by WWF and other international NGOs as a best practice standard to ensure projects that reduced carbon emissions under the UN’s Clean Development Mechanism (CDM) also delivered sustainable development benefits. Gold Standard now has a broad NGO Supporter Network and 1900+ projects in over 80 countries, creating billions of dollars of shared value from climate and development action worldwide.

The Budget Officer will support the Head of Finance and Operations and will play a critical role in partnering with the Business Development and Programs departments to ensure there is a robust budgeting and financial reporting process against funded budgets. This is an opportunity for a finance professional to build, maximize and strengthen the financial management capacity of a non-profit organisation that is scaling its grant portfolio.

Primary Responsibilities

Financial Management of Grant Budgets:

- Fully own the financial management of donor budgets throughout the grant cycle
- Work closely with Business Development and Programs departments in developing detailed and thoroughly planned program budgets
- Ensure 100% compliance with donor budgeting and reporting requirements and proactively voice and address potential challenges
- Regularly track and monitor spending by cost item against projects’ budgets and hold periodic budget reviews with all project teams
- In charge of all mid-term and final financial reporting to donors, ensuring the highest quality and integrity of the reports
- Reconcile and review consolidated donor budgets against annual fundraising targets on a quarterly basis, in line with the internal financial reporting and forecasting cycle
- Develop and implement processes and policies concerning the financial management of grant funds
- Prepare for and manage external audits when appointed by donors
GS Business Planning, Budgeting and Forecasting:

- Support internal annual budgeting and planning process
- Administer and review all financial plans and budgets on a regular basis, monitor progress and changes
- Assist in the preparation of quarterly financial reporting materials and metrics for the Board of Directors

Required Skills and Experience

- Minimum of a BA in Business or Finance
- At least 4 years of experience in financial reporting against donor-funded budgets in a similar organisation
- Strong analytical skills with an excellent attention to details
- Ability to work independently, on own initiative and to deadlines
- Enthusiasm for making efficiency and improvements to existing processes
- Strong team player with excellent communication and interpersonal skills while working with a variety of internal and external stakeholders
- Fluency in written and spoken English
- Personal qualities of integrity, credibility and enthusiasm for the environment

Start date

It is preferred that the successful candidate would be able to start the role latest in May 2021.

Salary Range

The salary for this role will be commensurate with qualifications and experience.

Applications

Please send a cover letter and resume to recruitment@goldstandard.org (ref: Budget Officer) by 22 March 2021. Candidates selected for a first-round interview will be notified by email. Please note that we will not notify you directly if you are not selected for an interview.