



JOB DESCRIPTION

Job title:	Finance and Administrative Project Officer (French and English speaking)
Location:	London (hybrid), France (remote) or Democratic Republic of Congo (remote/hybrid) <i>Candidates must have a pre-existing right to work in one of these countries</i>
Salary:	GBP 32,534 in the UK / EUR 30,810 in France / USD 32,845 in DRC <i>Variances are due to different employer costs between the three countries. RFUK operates a fixed salary grid, and salaries are non-negotiable.</i>
Contract type:	12 months fixed-term (with the possibility of extension)
Other entitlements:	30 days annual holiday (in addition to Bank Holidays); other benefits depend on the location of the candidate
Hours of work:	Full time, 35 hours a week
Start date:	January 2025

RAINFOREST FOUNDATION UK

Founded in 1989, the Rainforest Foundation UK (RFUK) has a [mission](#) to support Indigenous Peoples and other communities of the world's rainforests in their efforts to protect their environment and fulfil their rights to land, life and livelihood.

RFUK is committed to both human rights and environmental protection when it comes to tackling deforestation. Locally, it supports forest communities to gain land rights, challenge destructive industries, manage their forests and protect their environment. Globally, it campaigns to influence national and international laws and policies that protect rainforests and their inhabitants.

RFUK is part of a family of sister organisations including Rainforest Foundations US and Norway that has supported the protection of more than 84 million hectares of tropical rainforest, an area roughly the size of Scandinavia. Today, RFUK is a growing organisation with more than 25 staff and 15 Indigenous and NGO partners in the Peruvian Amazon, the Congo Basin and other parts of Africa.

Programmes team

RFUK is embarking on an exciting period of growth where increasing demand for our tools and approaches is opening new opportunities to expand our programmes and impact in tropical forests. Our Programmes are broadly split into the following areas:

- **Lands and livelihoods:** including promoting community land rights, community-based forest management, land-use planning and support to community entrepreneurship
- **Monitoring and rights:** including monitoring of forest crime, human rights and conservation effectiveness
- **Mapping and technology development:** crosscutting use of technology to pursue our goals on lands, rights and sustainable forest governance
- **Latin America:** a geographically focused programme that integrates all of the above thematic elements
- The Programmes Team also contributes to the organisation's policy and campaigning work.

Land & Livelihoods programme

The Land and Livelihoods programme is largest at RFUK and is all about supporting Indigenous Peoples and other local communities to secure and sustainably manage their ancestral lands – something that is now widely recognised as being key to delivering strong conservation and developmental outcomes.

Central to our vision in the Democratic Republic of Congo (DRC) has been the development of community forestry in the world's second largest rainforest. As strong advocates for landmark legislation in 2016, RFUK and our local partners have supported its implementation ever since, by supporting communities to establish and manage community forests and by working at the national and policy levels to achieve wider impact. Today, there are more than 200 community forests in the country covering almost four million hectares, an area larger than Belgium. While this marks significant progress, our vision is to go much further by scaling up community forestry across the country to support the lives of millions of people and to protect climate-critical and biodiversity-rich forests.

It is in this context that RFUK and five local partner organisations, with the support of Rainforest Trust, are beginning an exciting new phase of community forest expansion in two highly biodiverse landscapes in the country: the periphery of the Maïko National Park in North Kivu province and the area surrounding the Salonga National Park in Maï Ndombe province.

RESPONSIBILITIES

Under the overall supervision of the Lands and Livelihoods (L&L) Manager, with guidance from the Programmes Finance Senior Coordinator and in coordination with other Project Coordinators and Project Officers, the **Finance and Administrative Project Officer** will ensure sound financial administration of the Rainforest Trust projects as well as provide support to partner NGOs, including their organisational development.

The postholder will be responsible for the following tasks:

1. Project management

Lead on:

- **Budget management** including preparation of annual budgets for donors, budgets for partners' and consultants' contracts, as well as for a match-funding budget.
- **Project financial management** including preparing partners' transfers, reviewing partners' financial reports, updating of financial trackers, preparing donor disbursement requests, monitoring budget variances to provide clear explanations to donors, reconciliation of project expenditure with organisational accounts, preparation of financial reports in compliance with donor and RFUK requirements, reforecasting of the overall project budget, depending on the evolution of the match-funding situation between various donors, to ensure efficient use of funds.
- **Compliance** with donors' administrative requirements, including the preparation of tax reports, etc.
- **Procurement** of goods and services, according to RFUK and donor procedures, and updating of equipment inventories.
- **Travel logistics** and preparation.

Support with:

- the publication of project financial information to IATI standards, as required.
- implementation of project and organisational **audits**.
- preparing **cashflow** estimates based on partners monthly forecasts and additional inputs from the L&L team.
- project management in line with strategy, agreed budgets, log-frame, work plans, etc.
- the development of **contracts** for local partners and consultants and making sure they are aligned with RFUK and donor policies.
- a good relationship with **funders** of the L&L programme.

2. Supporting local partners

- Coordinate **due-diligence** assessments of partners for review by the Head of Programmes, and ensure follow-up of its recommendations as necessary.
- Establish good and regular **communication with partners** to ensure mutual understanding and provide **guidance and mentoring** regarding:
 - compliance with donor requirements (procurement policy, expenditure eligibility, etc.).
 - timely submission of quality financial reports and forecasts, etc.
 - archiving documentation.
 - any other aspect, as needs may arise.
- In conjunction with the Programmes Finance Senior Coordinator and the Head of Programmes, support the **organisational development** of partner organisations, including:
 - needs assessments in line with due-diligence analysis, as well as partners' self-identified organisational priorities.
 - procurement of consultancies for training and capacity building of local partner staff.

- support to development of partners' organisational policies.
- monitoring of progress, and reporting to donors.
- Undertake **monitoring trips** (up to a total 12 weeks per year, but likely less) to review project progress with local partners and undertake any other work required to ensure the implementation of the projects (this is depending on health and security conditions).

3. Other

- Support in **documenting project implementation** by compiling partners' documentation and feedback and developing RFUK's internal documentation on specific methodologies, results, impacts, etc.
- Assist in the **supervision of consultants**, researchers, interns and volunteers as appropriate.
- Assist in programme development opportunities, including the preparation of budgets and other administrative requirements for **funding proposals**.
- Participate in RFUK's strategic development, including attending internal and external meetings, away days, etc.
- Perform other tasks as may from time to time be requested by the Land and Livelihoods Manager, the Head of Programmes and the Executive Director.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Written and spoken fluency in English and French. • Degree / Qualification in financial management, auditing accounting, organisational development or equivalent; • Experience of project management support in a charity or in an international development context; • Experience administering development project budgets, tracking expenditure and processing payments; • Demonstrated ability to produce quality financial reports; • Experience working with local NGOs in low and middle income countries and reviewing their financial reports; • Experience with or knowledge of managing projects in compliance with institutional donors' financial and administrative requirements; • High level of competence in using software packages, including main Microsoft Office applications, particularly Excel; 	<ul style="list-style-type: none"> • Working experience in Africa or DRC specifically; • Interest in land rights and/or natural resources rights; • Experience supporting the management of large scale and complex projects with multiple donors; • Experience with the management of Rainforest Trust funding would be a strong asset;
Personal Skills and Attributes	<ul style="list-style-type: none"> • Empathy with and commitment to the Rainforest Foundation's Vision and Mission (interest in Human rights & environmental issues); • Proven ability to work efficiently in a multinational team; • Excellent interpersonal and communication skills – written and oral; • Careful and conscientious with demonstrable attention to detail; • Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines; • Willingness and ability to travel in DRC; • Willingness and ability to learn on the job, keen to undertake training and developing additional technical knowledge and skills. 	

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual orientation.

Important notice

RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

As representatives of RFUK, staff behaviour must be seen to be of the highest standard and in keeping with RFUK's vision, mission and aims. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

Data Policy

The Rainforest Foundation UK (RFUK) is a registered Charitable Incorporated Organisation and registered Company (Charity No. 1138287. Registered Company No. 7391285). Our registered address is Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom.

RFUK is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. RFUK will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, RFUK will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@rainforestuk.org or write to us at RFUK Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom. For more information on how we process data and your rights please read our [privacy policy](#).

Safeguarding

RFUK is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks (including a DBS check) as required and in line with our Safeguarding Policy and Procedures. RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities. More information, including a copy of RFUK's Safeguarding Policy, is available [here](#).