



JOB DESCRIPTION

- Job title:** Finance and Administrative Project Officer
- Location:** London (hybrid), France (remote) or Democratic Republic of Congo (remote/hybrid)
Candidates must have a pre-existing right to work in one of these countries
- Salary:** GBP 33,835 in the UK / EUR 32,042 in France / USD \$41,395 in DRC
*Please note that all salary amounts are gross and exclusive of employee contributions and taxes. Variances in salary amounts are due to different employer costs. The DRC salary figure applies to DRC nationals only, as expats are subject to additional 25% tax.
RFUK operates a fixed salary grid, and salaries are non-negotiable.*
- 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:** As soon as possible

To submit your application, kindly complete the [online application form](#) by **Wednesday 19 February 2025, 9AM**. (Please note that CVs will not be considered.)

RAINFOREST FOUNDATION UK

Founded in 1989, 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 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.

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. We are starting a new phase of community forest expansion in the Democratic Republic of Congo. It is in this context that RFUK, in partnership with five local organisations, is beginning an exciting new phase of work with the support of Rainforest Trust to expand community forests in two highly biodiverse landscapes: the periphery of the Maïko National Park in North Kivu province and the area surrounding the Salonga National Park in Maï Ndombe province.

The development of community forestry in the world's second largest rainforest is central to our mission and our work alongside local partners. 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.

ABOUT THE ROLE

The Finance and Administrative Project Officer will play a crucial role in ensuring the financial integrity and administrative efficiency of our projects in the DRC. This position involves a wide range of responsibilities, including budget management, financial reporting, and compliance with donor requirements. Additionally, the role includes supporting partner NGOs in their organisational development, ensuring they meet donor requirements, and providing guidance on financial management. The officer will also be involved in procurement, travel logistics, and the publication of financial information.

This role is pivotal in maintaining strong relationships with funders and partners, contributing to the overall mission of RFUK to protect rainforests and support Indigenous Peoples and local communities.

ABOUT YOU

You are a highly motivated and detail-oriented professional with a background in financial management and administrative support, particularly within the context of international development or charity work. You possess excellent written and spoken fluency in both English and French, enabling you to effectively communicate and collaborate with diverse teams and partners.

Your experience includes managing project budgets, tracking expenditures, and producing high-quality financial reports. You are adept at working with local NGOs, ensuring compliance with donor requirements, and supporting their organisational development.

Your strong interpersonal skills, meticulous attention to detail, and ability to work under pressure make you an invaluable asset to the RFUK team. This role would suit someone who is eager to

develop new skills and contribute to the cause of protecting rainforests and supporting Indigenous Peoples and local communities. You are committed to the mission of RFUK and are enthusiastic about contributing to the success of its projects.

RESPONSIBILITIES

The **Finance and Administrative Project Officer** will ensure sound financial administration of the Rainforest Trust projects as well as provide support to partner NGOs.

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,
- **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.
- Reforecasting of the overall project budget, depending on match-funding from various donors, to ensure efficient use of funds.
- 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

Lead on :

- 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.
- 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).

Support with:

- **Due-diligence assessments** of partners for review by the Head of Programmes, and ensure follow-up of its recommendations as necessary.
- 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.

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 Senior 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 at B2 level. • Degree / Qualification in financial management / accounting or equivalent; • Experience of project management support in a charity or in an international development context; • Experience administering 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 or knowledge of institutional donors' financial and administrative compliance; • High level of competence in using software packages, including Microsoft Office, 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 • 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](#).