

Finance Coordinator

The Climate Parliament (www.climateparl.net) is an international, multi-partisan network of legislators working worldwide to combat climate change and protect the living planet. We work mainly with national legislators in the Global South. We have had a major impact on renewable energy budgets, laws and policies at the national level. We have also created and advanced successful climate diplomacy initiatives.

Over the next 21 months in collaboration with the United Nations Industrial Development Organisation (UNIDO), the Climate Parliament will implement a new project - Parliamentarians for Climate Finance - in 15 African countries with support from the Green Climate Fund (GCF). The aim of this project is to increase the flow of public and private green investment to the participating countries by building the capacity of legislators on climate finance, convening dialogues with investors, and developing actionable ideas for parliamentary interventions, thus helping to achieve the goals of the Paris Agreement. The participating countries are: Botswana, Côte d'Ivoire, Djibouti, Ghana, Guinea, Kenya, Nigeria, Rwanda, Senegal, Seychelles, Sierra Leone, Tanzania, Uganda, Zambia and Zimbabwe. In the future we hope to expand the programme to Asia, Latin America, North Africa and small island states.

One major focus will be developing Green Zones in each country where the conditions are put in place to attract large amounts of investment in solar and wind power, and in green production of hydrogen, steel, fertiliser, aviation fuel, etc. By creating a replicable model of a Green Zone which can be adapted for use in all parts of the world, we can potentially make an important contribution to achieving global net zero emissions. The Members of Parliament and Congress in our network are powerful actors who are in a position to make things happen. We also benefit from the involvement and advice of major business leaders from the global renewable energy sector. One of the attractions of the job is that you are working directly with influential decision makers, as part of a small team of talented individuals in the secretariat.

We are looking for a Finance Coordinator based in the UK. The Finance Coordinator will:

- Develop and maintain robust financial models to inform good management decision making processes and allow financially responsible planning and budgeting.
- Manage and monitor staff time requirements for project grants, occasionally via timesheets and trackers, ensuring regular completion, which complies with the funder's terms and conditions.
- Deliver accurate cash flow analysis and oversee the financial health of the organisation, including providing regular forecasts and planning data in line with changing and developing needs of the organisation.
- Interpret and present financial analysis to Senior Managers and Board Members to ensure the financial impact of operational activities is planned, understood and evaluated in relation to agreed budgets and agreed financial forecasts.

- Assist with project grant applications.
- Carry out financial transaction duties including approval of invoices, receiving requisitions from staff and managing per diems.
- Track and record expenditure for multiple events per year.
- Carry out Accounts Receivable duties including raising any invoices, credit notes and resolving queries Month end procedures.
- Process expense claims.
- Work with registered accountants to file annual audit reports and to submit monthly payroll.
- Handle administrative tasks.

The contract will run until 31 March 2026, with a possibility of a three-month extension. Depending on fund-raising, there may be further opportunities for working with the Climate Parliament.

Candidates must:

- Have a relevant university degree.
- Have good knowledge of financial accounting and management software.
- Have experience developing budgets and cash flow analysis.
- Be diligent in record keeping.
- Be fluent in spoken and written English.
- Be detail oriented.
- Have at least several years of relevant experience.
- Be organised and self-motivated, able to work without day-to-day supervision.
- Have the right to live and work in the UK
- Get along with colleagues and work well in a team. The Climate Parliament puts great store by friendly and cooperative relations among colleagues.

In addition, any of the following are desirable:

- Two plus years of relevant experience.
- Knowledge of climate finance.
- Knowledge of renewable energy or climate science.
- Knowledge of green technologies.
- Experience in development work, especially in Africa.
- Good IT skills.
- Experience with social media platforms.
- Knowledge of economic or energy modelling.
- Fluency in French
- Fluency in Spanish.
- Fluency in Portuguese.
- Fund-raising experience.

The Climate Parliament has no central office. Each staff member works from home in their own part of the world, with plenty of interaction with colleagues through videoconference, Teams and email. You need to be sure that you will be happy working from home.

Women are encouraged to apply.

Please email your CV and a cover letter to: recruitment@climateparl.net if possible by 17th November, and no later than 29th November.

Industry

- International Affairs

Employment Type

Full-time