



Grants Finance Coordinator

NatureFinance (NF)

About NatureFinance

NatureFinance is a Geneva-based, international not-for-profit dedicated to aligning global finance with equitable, nature positive outcomes and thereby accelerating climate goals and a just transition to sustainable development. Its work spans initiatives that are building and using biodiversity data to better manage nature related risks, developing purposeful nature markets, advancing financial innovations including in sustainable sovereign debt markets, strengthening nature related liabilities and citizen action on nature.

Role Overview:

The **Grants Finance Coordinator** plays a key role in managing financial operations and ensuring effective grant administration for large donor and multiyear grants. This position supports both day-to-day financial functions and strategic grant management, providing crucial oversight of accounting processes, donor reporting, and budget monitoring

Key Duties and Responsibilities:

- **Accounting Financial Management Reporting:**
 - Review and reconcile the General ledger to ensure correct posting of accounting entries
 - Ensure all entries are properly coded to the correct project codes
 - Ensure all monthly invoices are received timely, payments processed and correctly booked in the accounting system
 - Ensure adherence to financial policies, procedures, standards, and legal requirements.
 - Assist the Director of Finance and Operations (DFO) in responding to finance-related inquiries
 - Ensure monthly credit cards expenses are properly coded and posted on a timely basis
 - Manage expense reimbursements and follow ups to ensure timely submission and proper allocation.
- **Budget Monitoring, Grants Management and Donor Reporting**
 - Guide and support project managers in preparing grant proposals, financial reports, and budget monitoring.



- Manage regranting processes for all NF regrant partners, ensuring compliance with financial reporting requirements from our grant donors, while maintaining accuracy and timeliness in submission.
- Conduct monthly budget reviews preparing budget vs actuals reports and analysing burn rates. Address variances proactively with budget holders.
- Oversee month-end financial reporting, including Budget Vs Actuals Report for Workstream budgets, grant allocations and overall organisational financial summaries.
- Reconcile system data, verify donor-aligned cost allocations
- Prepare donor financial reports in collaboration with workstream leads and fundraising team
- Maintain tracking system for all grant contracts, ensuring funds are received according to contract payment schedules

Experience and Qualifications:

- Education: Bachelor's degree in finance, Accounting, or a related field (or equivalent experience)
- Experience: minimum 5 years of experience in financial management and grant administration.
- Technical Skills: Proficient in accounting systems and advanced Excel skills
- Grant Expertise: Strong knowledge of budget proposal preparation, grant management and donor reporting.
- Experience with grant and contract regulations in the non-profit sector is a must.
- Experience with public funding will be highly valued.
- Financial Systems: Skilled in using accounting and reporting platforms, with the ability to generate customized financial reports.
- Collaboration and Communication: experience with organizing information, attention to details, support cross-functional teams, and maintain clear communication.
- Professional Credentials: CPA, ACCA credentials is an advantage
- Work environment: Ability to work remotely in a cross-cultural setting with minimal supervision.
- Fluency in English, oral and written is required.



Terms:

This is a full-time, **9-month fixed-term** contract (maternity cover), with the possibility of transition to an indefinite contract based on organizational needs. The position will work remotely, with a preference for candidates based in **Nairobi, Kenya or Madrid, Spain** to facilitate an effective handover and ongoing support.

This temporary role provides an opportunity to contribute meaningfully to the organization while ensuring continuity during the maternity leave period. The selected candidate will play a key role in maintaining operational efficiency, with potential consideration for a longer-term appointment depending on evolving business requirements.

NatureFinance is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workforce and encourage candidates from all backgrounds to apply. We look forward to welcoming a dynamic individual who shares our passion for aligning finance with nature-positive outcomes.

How to Apply

We recognize that candidates may not meet every listed criterion. However, if you believe your skills, experience, or unique perspective would add value to this role, we encourage you to apply.

To be considered, please submit your application and resume through [LinkedIn](#) and complete the [Application Questionnaire](#) by 15th June, 2025.

Recruitment Process:

- Initial interview conducted with the Finance/Grants Team
- Skills assessment – A 60-minute task-based test or scenario questionnaire
- Final interview panel with relevant NatureFinance team members.
- **Ideal start date: 28th July**