

POSITION ANNOUNCEMENT – FOREST TRENDS

Position Title: Finance and Projects Manager, Communities & Territorial Governance Initiative

Reports to: Director, Communities & Territorial Governance Initiative

Location: Brasília, Brazil

Opportunity:

Forest Trends' Communities & Territorial Governance Initiative (CTGI) partners with indigenous and other local communities spearheading innovations and strategies to secure their rights, livelihoods, and cultures. Building effective advocacy, resilient local economies, and cultural self-governance is the foundation of our work. Supporting indigenous and local communities to thrive in their homelands is one of the most effective safeguards against deforestation. We are seeking a Finance and Projects Manager who will support the CTGI Director and a dedicated and passionate team to further develop and successfully implement the program's strategic vision and project activities, in accordance with Forest Trends policies and procedures and donor requirements.

Roles and Responsibilities

- Manages work processes and coordinates day-to-day operations of CTGI projects and grants, including working with project staff, consultants, and sub-awardees coordinating deliverables with work execution, and ensuring completion and submission of timely and accurate financial and narrative grant reports.
- Coordinates with CTGI technical team to track and report on the program's performance as it relates to the institutional monitoring and evaluation efforts.
- Ensures successful program operations, communicating budget tracking information to the technical team that informs their delivery of expected activities vis-a-vis donor-approved budgets.
- Leads program budget development and tracking and periodic internal budget revision processes working with FPTF technical team and the Finance team.
- Prepares program budgets and cash projections, as well as monitors and ensures that program budget performance and cash balances are on track and responds to audit documentation requests as part of project audits and institutional annual audit processes.
- Ensures, with the support of Technical Team, programmatic spending complies with Forest Trends policies and procedures and all donor requirements. Serves as an institutional expert on CTGI donor policies and procedures and inform consultants and subawardees of institutional financial and procurement standards.
- Leads all aspects of subawardee budget and performance monitoring, timely submission of accurate financial and program progress and final reports.
- With guidance from the CTGI Director and technical team, leads procurement documentation and execution of consultant contracts, processes vendor invoices, and tracks payments against contracted amounts.
- Effectively communicates with local partner organizations or subawardees on matters of budget and performance monitoring, and technical and financial reporting.
- Coordinates production of high-quality program communication products, including newsletters, publications, blogs, and website content, working with inputs from CTGI technical team, the FT communications team, and/or external design consultants.

- Develops and maintains excellent working relationships with other Forest Trends staff, consultants, indigenous and local communities' organizations, funders, corporate partners, government agencies, and other stakeholders relevant to the program's mission.
- Other duties and responsibilities as assigned.

Qualifications, Skills, and Experience

- Previous and demonstrable experience with managing bi-lateral and multilateral agency grant awards, including the US Government.
- Thorough understanding of monitoring and evaluation processes and compliance requirements associated with grant awards.
- Demonstrated experience in financial project management, budgeting, contracting and work planning, ideally within an NGO and non-for-profit organizational setting.
- Interest in working with indigenous and/or local communities in Latin America, environmental conservation, and international rural development issues.
- Strong skills working with complex Microsoft Excel.
- Strong writing and communication skills.
- Undergraduate degree in related field.
- Highly organized and efficient, with a proven ability to manage a range of processes under time constraints with a focus on ensuring timely, high-quality results.
- Ability to interact and communicate effectively within a diverse environment of people and organizations living and working globally.
- Fluent English and Spanish required including reading, writing, and speaking. Working knowledge of Portuguese preferred.
- Flexible approach to work and willingness to travel.
- Self-starter, ability to work independently and within a team.

Compensation: Commensurate with experience.

Location: Based in Brasília, Brazil.

Closing date is November 5, 2022.

To apply please submit your resume and a cover letter expressing your interest and detailing your experience to bborges@forest-trends.org.