



JOB DESCRIPTION

PROJECT MANAGER, CFO PROGRAMME

(this post is offered as permanent contract)

Reports To: Head of CFO Programme, Accounting for Sustainability (A4S)

Liases with: A4S team, senior representatives from corporate and public sectors, investment community, and NGOs including HRH's charitable and patronage organizations.

JOB SUMMARY:

A4S was established by HRH The Prince of Wales in 2004 "to help ensure that we are not battling to meet 21st century challenges with, at best, 20th century decision-making and reporting systems". We work across the finance community to inspire action by finance leaders to drive a fundamental shift towards resilient business models and a sustainable economy.

The CFO Programme includes the global A4S CFO Leadership Network and Circles of Practice. The CFO Leadership Network brings together a group of leading CFOs from large businesses that are seeking to embed management of environmental and social issues into business processes and strategy. Membership is CFO and invite only with regular meetings and member commitments. The Network currently operates in Europe, Canada, the US and Asia Pacific. The Circles of Practice are a more informal grouping that comprise CFOs and senior finance team members committed to leading change in their organizations. Members define and shape the meeting content and frequency, coming together to share insight and learning.

A4S is seeking a Project Manager to support the development of the global CFO Programme, including key responsibility for the maintenance and growth of the global Circle of Practice programme. The successful candidate will have the ability to manage a complex set of activities to enable efficient, effective and timely delivery of high-quality outputs. The post will involve liaising with a wide range of senior stakeholders from A4S network members, A4S project team members, and beyond in connection with this high-profile organization. This is a unique opportunity to influence how senior individuals and organizations respond to the sustainability challenges faced in the 21st century.



MAIN AREAS OF RESPONSIBILITY:

1. A4S Circle of Practice (CoP) programme

- Working with the Head of the CFO Programme and regional Directors, develop a strategy to support and grow the A4S CoP global programme.
- Lead the implementation of the strategy including:
 - Developing detailed project plans including estimating resources and timescales to deliver
 - Exploring and establishing relationships with new partners
 - Set up of the operations for each CoP
- Manage the operations of the existing A4S Circle of Practice programme including
 - Establishing relationships with regional partners and their teams
 - Working with regional partners to coordinate meetings, events and communications
 - Leveraging partner and A4S knowledge to ensure meetings build engagement, use time effectively, share knowledge, and progress action.
 - Developing relationships with members and their teams
 - Following up on meetings and events with the aim of growing the CoP membership
- Develop and implement processes and logistics to align current and future CoPs operations.
- Work with the Head of the CFO Programme to increase collaboration between the CFO Leadership Network and the Circles of Practice.

2. CFO Leadership Network support

- Support the annual planning cycle for the CFO Programme including sharing recommendations and insight to help shape the annual strategy and programme of work.
- Oversee the monitoring and tracking of the CFO Programme supporting the Head of CFO Programme and the regional Directors by providing insight and analysis on our network activities and their impact. This will include:
 - Developing dashboards to track progress on defined KPIs for the CFO programme
 - Working with the regional Project Managers to ensure Salesforce and other systems/data sources are up to date
 - Identifying trends and highlighting key issues around progress on KPIs to the regional Directors and Head of CFO Programme in a timely manner
- Work with the Director of Organizational Performance to provide updates on the global CFO Programme activities and impact for the A4S Board.

3. **Outreach and comms activities**

- Support the major A4S outreach events, including those hosted by HRH The Prince of Wales such as the A4S annual Summit and Academy, working closely with the regional Project Managers, A4S Communications Manager and Events and Outreach Manager.
- Support the development of materials for external communication and engagement eg newsletters, articles, blogs, speaker notes, etc.

- Identify and oversee outreach activities, building relationships with current and potential partners, as relevant, to support the overall aims of A4S.

4. Team

- Act as line manager to designated members of the A4S team, identifying and providing opportunities for their development.
- Maintain communications with all key stakeholders including A4S management.
- Build good working relationships with A4S colleagues, partners, and relevant project team members.

5. General

- Carry out any other duties as needed to meet the aims and objectives of A4S; and
- Comply with all health and safety rules and regulations ensuring own and others' health and safety at all times.

Hours of Work: The core office hours are 9.00am to 5.30pm, Monday to Friday, and such other hours that are necessary for the proper fulfilment of duties or to meet unexpected or urgent demands.

EMPLOYEE SPECIFICATION

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ESSENTIAL

- Minimum of five years of project management experience, ideally within a corporate or professional services environment.
- Strong analytical and organizational skills including excellent proficiency in Microsoft Excel and knowledge of Salesforce (or another CRM).
- Experience in building and maintaining relationships at all levels, including internationally.
- Strong communication, writing, and facilitation skills.
- Excellent knowledge and experience of using project management tools such as Gantt charts, action logs and risk registers
- Demonstrated capacity to handle and prioritize multiple tasks, set priorities, meet deadlines, take precise notes, and work well in a fast-paced environment while managing multiple projects with multiple stakeholders.
- Self-starter with an ability to work well both independently and collaboratively.
- High level of attention to detail with a pro-active and flexible approach.
- Proven ability to prioritise own workload to meet tight deadlines, often under pressure.
- Ability to be discreet and able to maintain confidentiality at all times.
- Ability to handle potentially sensitive situations with tact and diplomacy.

DESIRABLE

- An awareness and interest in The Prince of Wales's work and activities.
- Fluency in a second language
- Experience and or interest in sustainability and/or finance