



JOB DESCRIPTION

PROJECT OFFICER, CFO PROGRAMME

(this post is offered as permanent contract)

Reports To: Project Manager, 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 an Officer to support the operations of the global CFO Programme. The successful candidate will have the ability to manage a wide range of activities to enable efficient, effective and aligned delivery of global Programme processes and procedures. 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 commitments process

- Document and update the internal processes around the A4S CFO member commitments setting, tracking and reporting processes. This includes gathering feedback and providing own insights to shape fit for purpose procedures.
- Work with regional Directors and Project Managers to communicate and ensure alignment on process implementation.
- Manage the logistics and operations of the A4S members commitments process. This will include:
 - Providing logistical support to regional Project Managers in organizing regular check-ins with member organizations and updating systems accordingly.
 - Developing dashboards and reports on commitment themes, progress and insights to share with the Head of CFO Programme and Director of Organizational Impact.
 - Taking ownership of the Salesforce forms including design and working with developers to make any needed updates.

2. CFO Programme operations support

- Support the Head of CFO Programme in the day-to-day management of the CFO Leadership Network including:
 - Regularly reviewing the operations documentation for the CFO Leadership Network, working with the Head of CFO Programme to update and with the Operations Manager to ensure alignment with A4S policies and procedures.
 - Identifying, shaping and drafting new procedures as required to ensure activity alignment across the CFO Leadership Network.
 - Working with the Finance Manager, ensure payment cycles across the Network are managed to meet expected deadlines.
 - Coordinating with the regional Project Managers, schedule all regular meetings for the Network including quarterly meetings, co-chair meetings and Director meetings.
 - Working with the Project Manager CFO Programme, ensure Salesforce is up to date in terms of CFO Programme meetings, chapter membership and pipeline membership.

3. Outreach and comms activities

- Work with the Heads of each of A4S's Programmes to develop and manage a methodology for coordinating communications to, and requests of, members of the CFO Programmes.
- Take ownership of, and manage the content of, the CFO Programme webpages
- Support the major A4S outreach events, including those hosted by HRH The Prince of Wales such as the A4S Annual Summit, 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 e.g. 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. General

- Ensure that key project and relationship management tools including Teamwork and Salesforce are used effectively and kept up to date
- Build good working relationships with A4S colleagues and partners.
- Carry out any other duties as needed to meet the aims and objectives of A4S
- 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

- Experience of project managing multiple initiatives and stakeholders in professional settings
- Knowledge and experience of using project management tools such as Gantt charts, action logs and risk registers
- Demonstrable ability to use own initiative to progress work and manage competing demands in a work environment
- Experience of producing analysis and reports for management audiences. A logical thinker with excellent proficiency in Microsoft Excel, including use of pivot tables, and knowledge of Salesforce (or another CRM).
- Excellent organizational skills and administrative experience
- High level of attention to detail
- Excellent written and oral communication skills
- Proactive and flexible approach, with experience of adaptability and cross-working
- Discreet and able to maintain confidentiality at all times
- Proficient IT skills including working knowledge of MS Suite
- Experience of drafting business correspondence, briefs, reports and other materials
- Good track record in building and maintaining professional relationships at all levels
- Ability to work individually and collaboratively
- Ability to handle potentially sensitive situations with tact and diplomacy

DESIRABLE

- An awareness and interest in The Prince of Wales's work and activities.