

Finance and Operations Analyst

Palladium International Ltd.

São Paulo, SP

Palladium is a global leader in the design, development and delivery of Positive Impact - the intentional creation of enduring social and economic value. We work with foundations, investors, governments, corporations, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits. For the past 50 years, we have been making Positive Impact possible. With a team of more than 2,500 employees operating in 90 plus countries and a global network of more than 35,000 technical experts, Palladium has improved - and is committed to continuing to improve - economies, societies and most importantly, people's lives. Palladium is a child-safe organisation, and screens applicants for suitability to work with children. We also provide equal employment to all participants and employees without regard to race, colour, religion, gender, age, disability, sexual orientation, veteran or marital status.

This role is working on our project Partnerships for Forests (P4F). The project aims to catalyse investments in which the private sector, public sector and communities can achieve shared value from sustainable forests and sustainable land use. By creating market-ready 'Forest Partnerships' that offer an attractive balance of risks and benefits for the private sector, public sector and communities, the programme aims to mobilise significant investment, principally from the private sector. The programme also supports demand side measures that strengthen demand for sustainable commodities, and activities to create the right enabling conditions for sustainable investment. The five-year programme is funded by the UK Department for International Development (DFID) and currently operates in Central, East and West Africa and South East Asia. In December 2017 the programme was approved an expansion to Latin America funded by the UK Department for Business, Environment and Industrial Strategy and managed by DFID.

For more information please visit: <https://partnershipsforforests.com/>

The role will be based in at Palladium's office São Paulo, Brazil and will be full-time. A competitive salary and benefits package in full compliance with local labour regulation is offered.

Candidate Profile

We expect the ideal candidate to be reliable, flexible and able to work in a dynamic and team environment. Additionally, they should have:

- Degree in financial management, business administration, accounting, economics or related field;
- 3-5 years of experience (prior experience with an international non-profit/NGO is an advantage);
- 1-2 years of experience working with donor-funded budgets is an advantage;
- Ability to explain complex compliance requirements;
- Ability to analyse financial data and prepare financial reports;
- High level of attention to detail and accuracy;
- Good organizational and planning skills;
- Advances skills in Microsoft Office - particularly Excel;
- Excellent English verbal and written communication skills;
- Spanish verbal and written communication skills are an advantage.

Responsibilities

The primary responsibilities of the Financial and Operations Analyst are to support **the finance and operations for the Program Partnerships for Forests in accordance with Palladium rules and regulations and policies and strategies:**

- Provide support to the management of administrative operations, including, logistics, procurement, budgeting, finances, human resources, information technology and security.
- Coordinate any travel logistic support required by the Brazil, Colombia and UK team;
- Maintain tracking and documentations systems that will facilitate future processing, payment and audit requirements;

- Assist in procurement, clarifying specifications, analysing quotations, and seeking for approval, ensuring purchases are made according to approved specification, price, quantity and quality inclusive;
- Ensure office equipment and facilities are in good working condition
- Support with office technology needs;
- Organize and coordinate conferences, training, workshops, seminars and translations;
- Support the financial operations and monitoring of obligations, budgets and expenditures;
- Support the process financial documentation, including orders, invoices and payment, manage cash receipts, disbursement and petty cash; prepare financial report;
- Support the grants process: agreements, risk assessments, due diligence, budgets, procurement, compliance, financial report; guiding the grantees with support and evidencing documentation and any training needs;
- Some travel may be required.

C.Vs must be submitted in English.

Please send the CV to: andrea.nagado@thepalladiumgroup.com