

Finance Manager: Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)

Reporting to:	Senior Management Accountant – GCF & Global	Work location:	Home based / Global with some travel
Department:	Commercial Finance	Budget holder:	No
Team:	Finance	Direct reports:	No

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The education sector is increasingly exposed to climate risks driven by climate hazards. The changing climate is already threatening children's right to quality, safe, and inclusive education. Climate change threatens to make it harder for children to complete their education without disruption and remain safe and protected. The role of the education sector in climate action has so far been overlooked, with minimal climate finance flowing to increase the sector's resilience.

The Climate Change Division (CCD) was established within Save the Children Australia in 2020 to support the Save the Children global movement expand its climate change action and drive a strategy for growth and impact for the world's most climate vulnerable children. Central to that strategy has been Save the Children Australia's accreditation to the Green Climate Fund (GCF). Alongside a large portfolio of Locally Led Adaptation (LLA) and climate change and health and education projects, the CCD is also leading on the implementation of the [Climate-Smart Education Systems Initiative](#) (CSESI).

About the Building the Climate Resilience of Children and Communities through the Education Sector (BRACE): BRACE is a ground-breaking project that will support education systems in vulnerable countries adapt to the impacts of climate change. Funded by the Green Climate Fund (GCF) and Global Partnership for Education (GPE), BRACE is made up of three components:

- **Component 1** will directly address and respond to the impacts of climate change on the education sector and address future climate risks in Cambodia, South Sudan, and Tonga.
- **Component 2** will support Ministries of Education in the three countries – Cambodia, South Sudan and Tonga - supporting them to further access climate finance and to lead climate-resilient sustainable development in the education sector.
- **Component 3** will support the education community to better coordinate, collaborate, and share lessons learned and experiences with a focus on climate finance.

About the role: Save the Children is seeking a Finance Manager for the recently approved BRACE project. The Finance Manager will lead the financial management and oversight of the project. The Finance Manager will be responsible for the day-to-day finance of all aspects of the project and cover a broad range of management and financial accounting along with budget forecasting, monitoring, and support. The role is a full-time position based in Melbourne or home-based where the candidate has the legal right to work without support from Save the Children, access to an international airport and a high-speed internet connection. Ideally the home-base will be between the African and Southeast Asian time zones. It is anticipated that the role will have some travel to the 3 BRACE countries (South Sudan, Cambodia and Tonga) supporting the country teams with the project set-up, capacity building and training and running effective oversight and monitoring systems.

The post holder will oversee financial management of BRACE within Save the Children Australia's Commercial Finance Team working closely with the Climate Change Division. The Finance Manager will work alongside the BRACE Director, the BRACE Project Manager, the BRACE Operations Advisor, in-country project delivery teams, as well as partners including GPE, UNESCO, UNICEF, the World Bank and others who are part of the BRACE project and its co-finance platform. Internally, the post holder will work closely with country offices, in particular the country-office finance teams, as well as with Save the Children's education and climate change teams involved in supporting the project.

About you: You're a strategic and detail-oriented finance professional who thrives in dynamic environments. You like to travel and spend time in country offices delivering financial capacity building and training to project teams. Highly organised and adaptable, you bring precision and clarity to complex financial processes. You have a strong interest in climate change and education, and you're motivated by the opportunity to contribute to meaningful outcomes. You're a collaborative team player who facilitates cross-functional coordination, and you're confident taking ownership of financial planning, analysis, and reporting. Reporting to the Climate Change Divisions Senior Management Accountant within the Commercial Finance Team you will play a key role in supporting the financial delivery of BRACE, ensuring resources are aligned to maximise impact.

Here your skills will be valued

Role requirements

Financial management of BRACE

- Serve as the key focal point for all BRACE project-related finance activities, liaising with internal teams (country offices and Save the Children Australia) and external implementing partners and stakeholders.
- Provide financial technical support to the BRACE team in developing implementation plans and budget forecasts.
- Support Country Office teams on all program financial aspects including reporting, budgeting, financial analysis, and disbursements
- Provide surge capacity to County Office finance teams as and when required
- Ensure financial oversight and compliance with relevant agreements, policies, and procedures.
- Maintain robust process controls to meet financial deliverables and reporting requirements.
- Collaborate with the country Project management Units (PMUs) specialists to develop annual budgets, forecasts, and financial reports for key stakeholders.
- Review program documents including approved proposals, budgets, partnership agreements, and implementation manuals.
- Align budget forecasts with project plans and monitor expenditure to ensure consistency and accountability.
- Track financial progress (income and expenditure) to support timely and cost-effective implementation.
- Continuously improve accounting processes and procedures to enhance efficiency.
- In close coordination with the 3 BRACE delivery countries, provide overall coordination, consolidation and submission of quarterly, bi-annual, and annual financials reports (in line with donor requirements), ensure review from Technical Advisors before submission to the CCD team and donor.
- Collaborate with technical advisors, Operations team and other support functions to implement the capacity-building plan for the project staff and relevant stakeholders, including facilitating or co-facilitating training sessions as needed.

Finance, awards and operations

- Lead in monitoring BRACE country budgets, with the BRACE Project Director and Manager and in liaison with the CCD finance team and country office finance teams and ensure these are uploaded onto the relevant system.
- Collaborate with Awards, Operations, and Supply-chain departments to ensure timely cash projections, payments, budget reviews, and appropriate budget phasing
- Review financial reports prepared by country Finance and Awards team, ensure alignment with programmatic report before submission to CCD team /donor.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

Essential knowledge or experience

- Significant experience (5 years plus) in humanitarian or development programming and financial and budget management.
- Some experience working in project delivery offices in developing countries overseeing financial management and procedures
- Strong Excel and data extraction skills, including experience developing reports in or from an ERP system or Business Intelligence Tool
- Experience in identification and management of organisational and operational risks.
- Ability to analyse strategic trends and develop appropriate plans and responses.
- Prior experience working in a fast-paced environment and to strict deadlines.
- Strong skills in interpersonal communication, collaboration and facilitation
- High levels of attention to detail and quality.
- Highly organised and able to plan well.
- Effective communication skills in English.
- Able to work harmoniously in cross cultural environment.

Desirable knowledge or experience

- Experience in providing insight and support to senior management
- Advanced Excel knowledge
- 5+ years experience in project finance management related role.
- Experience of working on GCF projects

Required qualifications and/or accreditations

- Bachelor of Commerce, Business, Accounting, or similar tertiary qualification/s, or relevant equivalent experience.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check

- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required

Travel: Travel required

Working with Children Check: Required

Assets: laptop