Budget Development Officer – London

*Job Description and Person Specification*

# About rePLANET

rePLANET is a purpose-driven company committed to large-scale ecological restoration and protection worldwide funded through the private sector. Our primary objective is to fund the restoration and conservation of landscapes through the generation of carbon and biodiversity credits, whilst ensuring that at least 60% of the revenues each project generates are returned to local stakeholders. Our wide portfolio of services includes native tropical forest restoration, mangrove restoration, nature-based advisory services, and marine ecosystem protection and restoration.

As the private sector increasingly acknowledges its responsibility towards nature restoration and protection, rePLANET has established itself as a leading project developer in the nature-based solutions sector. Consequently, our knowledge and expertise are in high demand globally.

To expand and strengthen our team, we are looking for a Budget Development Officer to support our growing portfolio of projects, particularly in Central and South America. This role offers an excellent opportunity for career progression within a rapidly expanding company at the forefront of this dynamic sector.

# About the Role

The Budget Development Officer will play a critical role in supporting the expansion and management of rePLANET’s project portfolio, with a specific focus on projects in Central and South America. This role will work closely with the Head of Strategic Finance and collaborate across departments to analyse, develop, and manage project budgets for impactful ecological restoration projects. The ideal candidate is analytical, proactive, and passionate about sustainable investment and ecological impact. This position offers significant career growth opportunities in a rapidly expanding, mission-driven company on the cutting edge of the nature-based solutions sector.

**Key Responsibilities**

**Budget Planning and Development**

* Design and implement comprehensive budget frameworks for project financing initiatives, ensuring alignment with strategic objectives.
* Collaborate with project teams, financial analysts, and stakeholders to prepare accurate and detailed project budgets.
* Develop scenario-based budget models to evaluate risks and optimize resource allocation.

**Financial Analysis and Reporting**

* Conduct cost-benefit analyses to ensure project financial viability and alignment with funding agreements.
* Monitor and evaluate budget performance against forecasts, identifying and addressing variances promptly.
* Prepare detailed financial reports and presentations for senior management, investors, and other stakeholders.

**Stakeholder Collaboration**

* Partner with internal teams (e.g., finance, operations, and legal) and external stakeholders (e.g., lenders, investors, and contractors) to gather data and validate assumptions.
* Support the negotiation of project financing terms by providing robust budget scenarios and financial projections.

**Risk Management**

* Identify potential financial risks related to budget development and propose mitigation strategies.
* Ensure compliance with regulatory, contractual, and organizational financial standards.

**Process Optimization**

* Implement and maintain tools and systems to streamline budget creation, monitoring, and reporting.
* Recommend improvements to budgeting processes based on industry best practices and emerging technologies.

We are ideally seeking an applicant who is based in London or willing to move to London in the near future, to fit with our wider Investment Team. Applicants will need to be comfortable speaking and working in English, and preference will be given to applicants with at least conversational Spanish (although this is not essential).

This is a permanent position (subject to a three-month probation period) with a salary in the region of £34,000 - £36,000 subject to experience.

# Person Specification

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| **Selection Criteria** | **Essential (E) / Desired (D)** | **Assessed at Application (A) / Interview (I)** |
| **Qualifications:** |
| Undergraduate degree in a relevant discipline | E | A |
| Higher degree (i.e. Masters) in a relevant discipline | D | A |
| **Experience:** |
| 2+ years experience in project finance or operational cost management | E | A / I |
| Proficiency in financial modelling and analysis.  | E | A / I |
| **Skills and Knowledge** |
| Strong analytical skills with a keen understanding of sustainable finance and ecological impact. | E | A / I |
| Proficient in Spanish for communication with international team members/partners | D | A / I |
| Ability to work independently and collaboratively within a fast-paced, purpose driven environment | E | A / I |
| Familiarity with Microsoft Office tools and setup | E | A / I |
| Ability to write clearly, accurately and concisely whilst working towards tight deadlines | E | A |
| Ability to analyse and evaluate data and other evidence to inform decisions | E | A / I |
| Willingness to travel frequently, particularly within Central and South America | E | A |
| Knowledge of, or experience with, carbon and/or biodiversity certification processes (e.g. Verra, Plan Vivo) | D | A / I |
| Familiarity with core concepts from carbon markets, such a pricing and quality assessment | D | I |
| **Competencies and Personal Attributes** |
| Ability to react flexibly to changing priorities | E | I |
| Ability to manage workloads self-sufficiently | E | I |
| Strong interpersonal skills to manage partner relationships without conflict | E | A / I |
| Ability to work in a team both in-person and remotely | E | A / I |
| Desire to contribute to the protection and restoration of species, habitats and ecosystems through the stimulation of private finance | E | A / I |

# Working Arrangements

Working arrangements will differ depending on the location of the successful applicant. Currently work will be fully remote, but you must be available for in-person ‘block weeks” at the rePLANET HQ in Lincolnshire, UK, at least four times per year. The exact dates of these block weeks will be arranged no less than 4 weeks in advance and during these block weeks you would be required to work from HQ from Monday to Friday (accommodation would be provided). Within the next 12 months we intend to open a London office, after which point we will expect the successful candidate to spend at least 2 days per week in the office, as agreed with their line manager.

Also, since rePLANET works on projects around the world and there is an expectation that all staff are prepared to work for extended periods in the field, including overseas. As a minimum you will be required to be available for at least four periods of up to 3 weeks per year.

# Next Steps

If you would like to apply for this role, please submit your CV and a cover letter describing your suitability for the position, making reference to the selection criteria outlined in the above Person Specification. Applications will be accepted until a suitable candidate is found and should be submitted to dan.exton@replanet.org.uk and max.hobhouse@replanet.org.uk. Please apply early to avoid disappointment.

rePLANET is experiencing a significant period of growth and it is therefore likely that multiple positions of a similar nature will become available in the next 6-12 months. If you are not offered the position in this round of recruitment but would like your CV to be kept on file for consideration as other opportunities arise, please indicate this in your cover letter.