Finance Business Partner, 
Eurasia 
(Parental leave cover)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough, 
FFI Vice-president
Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

The Opportunity

FFI is seeking a Finance Business Partner, Eurasia (parental leave cover) to enable and champion best practice financial management across the organisation and build strong integration between finance and conservation teams. This exciting role provides vital support to our Eurasia team in delivering conservation impact through provision of high-value management information and analysis to enable decision-making.

You will work closely with the UK and overseas-based Finance and Project Managers, Programme Directors and Administrators to ensure the efficient and effective management of financial resources and information, contributing to the delivery of FFI’s mission and strategy.

You will have extensive management reporting experience, including budgeting and forecasting, and have excellent analytical and problem-solving skills. Your strong communication, interpersonal skills and customer focus will enable you to build effective working relationships and your proven experience of working closely with non-finance managers will enable you to provide them with essential financial support to ensure successful project delivery.

You will be a good team player and enjoy working in a busy environment, with the ability to balance competing demands. With a proactive approach to your work, you will seek to add value and have opportunity to contribute your skills and expertise to FFI’s growth and development.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes’ walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

**Start Date:** As soon as possible

**Duration of Contract:** This is a temporary position to provide parental leave cover and will terminate on or before 2 August 2021 on the return of the Finance Business Partner, Eurasia from parental leave
**Probation Period:** Four months

**Salary range:** £35,000 to £40,000 (dependent on skills and experience)

**Location:** Fauna & Flora International, Cambridge

**Benefits:** 25 working days’ annual holiday entitlement pro rata plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed

For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months’ continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

**Hours of Work:** This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

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**Job Description**

**Job Title:** Finance Business Partner, Eurasia

**Reports to:** Head of Finance

**Line Manages:** N/A

**Key internal relationships:** Country/Programme Directors/Managers and Project Managers/Budget Holders in Eurasia

Senior Management Team

UK-based Finance Team members

Overseas-based Finance Team members

Programme Team Officers/Administrators

**Purpose of the Role**

- To enable best practice financial management within FFI by giving finance support to internal customers throughout the organisation, through provision of management information and analysis and insight into variances to budgets and forecasts

- To support relevant internal customers to meet their needs related to financial management of projects and compliance with grants, contracts and agreements, including co-financing requirements and donor reporting

**General Responsibilities**

- Facilitate accurate project and cost centre accounting

- Liaise between the Finance Department (both in the UK and local/regional offices) and programmatic/operational teams to ensure a timely, efficient and valuable financial service
• Provide high quality management information and analysis to internal stakeholders to enable appropriate and accurate financial management of projects and departments
• Monitor the financial performance of projects in Eurasia on an ongoing basis

**Specific Responsibilities**

• Provide high quality financial management reporting to internal budget holders and management within Eurasia
• Monitor project income and expenditure within Eurasia on an ongoing basis and provide written and verbal commentary on project balances and key variances to management as required
• Assist in the investigation of variances and discrepancies against budgets and forecasts and escalate concerns to management where necessary
• Make accounting adjustments to correct/amend transactions where necessary to facilitate accurate project accounting
• Ensure budget and grant information is updated in a timely manner within Finance and related systems for projects within Eurasia
• Coordinate the quarterly forecasting and annual budgeting process for Eurasia
• Support project managers to comply with the requirements of grant agreements, contracts etc. (as they pertain to finance processes and procedures), including understanding and complying with co-finance and procurement requirements
• Support donor reporting processes to ensure accurate financial reporting to funders
• Support project finance officers and/or project managers in the formation of project and/or funding proposal budgets to maximise cost recovery and minimise liability (including costings, calculation of staffing charges and overhead rates)
• Assist project finance officers and/or project managers to ensure that project income is correctly accounted for (including ensuring that invoices are raised and paid promptly)
• Work with the Head of Finance and the Finance Manager, Reporting & Systems to ensure accurate staffing charges and overhead charges are applied to projects managed by Eurasia, in line with internal policies and procedures and grant funding conditions
• Assist in enforcing compliance with internal Finance policies and procedures within Eurasia
• Support local/regional Finance staff within Eurasia in writing and applying internal policies and procedures, adapted to local requirements
• Provide finance inductions to new budget holders/managers within Eurasia, including finance systems training where necessary
• Provide finance system support/training to local/regional Finance staff, including new system rollouts where necessary
• Provide finance support to local country/regional offices where capacity gaps arise
• Provide finance support for establishing new country operations or/projects
• Process local cashbooks/accounts into the FFI Finance system where offices are not yet using the FFI Finance system for direct input
• Work with the Head of Finance to facilitate and coordinate funding audits when necessary
• Contribute to internal process improvement, Finance Team knowledge sharing and participate in team and organisational meetings/events where necessary
• Provide ad hoc support and analysis to staff in Eurasia, Head of Finance and SMT, creating customised reports where necessary
• Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position and the business need
Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>• Very high level of numeracy and analytical skills, including</td>
<td>• Qualified Accountant (CCAB or overseas equivalent) with experience working in a similar organisation</td>
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<td>variance and costing analysis</td>
<td>• Strong working knowledge in a language relevant to the region, including Russian, Portuguese, Romanian or Turkish.</td>
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<td>• Excellent Microsoft Excel and</td>
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<td>finance /accounting/ reporting</td>
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<td>systems skills</td>
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<td></td>
<td>• Strong interpersonal and</td>
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<td>communication skills, including ability to liaise cross-functionally</td>
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<td>and cross-culturally with all levels of staff in the organisation</td>
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<td>• Strong business writing skills</td>
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<td>• Ability to plan, organise and</td>
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<td>prioritise workload to meet</td>
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<td>• Fluency in English</td>
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<td>**Knowledge and</td>
<td>• Extensive management reporting experience, including</td>
<td>• Experience with Access Dimensions accounting software</td>
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<td>experience**</td>
<td>budgeting and forecasting</td>
<td>• Experience of new system implementation and/or systems management</td>
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<td>• Experience of the Charity sector</td>
<td>• Local country/field office experience</td>
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<td>• Experience in providing financial coaching/training for non-financial</td>
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<td>managers</td>
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<td>• Understanding of grant</td>
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<td>management requirements of key donors, such as the EU and</td>
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<td>**Behavioural</td>
<td>• Customer service focus</td>
<td>• Interest in and empathy with the mission and values of FFI</td>
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<td>qualities**</td>
<td>• Builds positive working relationships</td>
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<td>• Excellent team player, with ability also to work well independently</td>
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<td>• Strong commitment to organisational compliance</td>
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<td>• Demonstrates rigor, diligence and</td>
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<td>meticulous attention to detail in approach to work</td>
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• Strong in problem-solving and critical thinking
• Flexible to respond to demands of operating across different cultures and time-zones

Other
• Entitlement to work in the UK
• Able to undertake occasional international travel

How to Apply

Applications should consist of the following:

• Covering letter confirming your interest and explaining how your experience and skills refer to the role
• Full CV
• Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to Alison Cowan at:
alison.cowan@fauna-flora.org

Please mark your application ‘Finance Business Partner, Eurasia’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Sunday, 28 June 2020.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity