Finance Manager, Reporting & Systems
(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 as part of 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 an experienced Finance Manager, Reporting & Systems (parental leave cover) to have overall responsibility for the maintenance and administration of FFI’s finance systems, enabling the provision of high-quality management, project and donor reporting information. This role will also be responsible for the production of monthly management accounts, the consolidation and reporting of the annual institutional budget as well as preparing the consolidated transactional information for the annual statutory audit.

You will be CCAB qualified or equivalent, have excellent IT and numeracy skills and have proven experience managing databases and producing financial reports. As a member of the UK-based Finance Team, working closely with overseas Finance Teams, your strong communication and interpersonal skills will enable you to build effective working relationships at all levels across the organisation.

You will enjoy working in a dynamic and fast-paced environment, where the ability to manage a variety of concurrent tasks is paramount. You will be comfortable working with large amounts of data and have an exceptional eye for detail. In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, life insurance and salary exchange schemes.

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 30 September 2022 on the return of the Finance Manager, Reporting & Systems from parental leave

Probation Period: Four months

Salary: circa £45,000 per annum (dependent on skills and experience)

Location: Fauna & Flora International, Cambridge (some remote working may be considered)
Benefits: 25 working days' annual leave entitlement 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 37.5hrs per week, Monday to Friday.

Job Description

Job Title: Finance Manager, Reporting & Systems

Reporting to: Finance Director

Line Manages: Finance Systems Assistant

Key Internal Relationships: UK-based Finance team members
Overseas-based Finance team members
Programme Team Finance Officers and Administrators
Heads of Department/Team Leaders/Senior Management Team

Purpose of the role

- Administer and develop all finance systems, ensuring they accurately reflect current internal policies, procedures and grant funding conditions and that they are fit for purpose, and to ensure high quality, timely and accurate management information is available to aid analysis and decision-making.

- Oversee and manage the monthly and annual accounting and reporting cycles, prepare accurate and timely management accounts and other financial reports to meet the requirements of key stakeholder groups. Responsible for the consolidation of the annual institutional budget and production of associated reports.

- Oversee the maintenance and development of FFI's finance system, ensuring that it enables the provision of high quality management, project and donor reporting information.

Specific Responsibilities:

- Manage provision of accurate and timely monthly management accounts and agreed financial reporting, with supporting analysis and commentary where appropriate
- Manage scheduled systems permissions changes as per the management accounts and year end deadlines
• Develop and produce new reports and analyses to ensure accurate and relevant financial information can be provided to key stakeholders to aid decision-making
• Coordinate the annual budget/forecasts, including consolidation of departmental/regional budget/forecasts provided by the Finance Business Partners, producing budget/forecast guidance and templates
• Provide ad hoc analysis, support and reporting as required by SMT and Finance Director
• Liaise with Finance Business Partners to determine reporting needs and ensure any system changes/customisations are made to fulfil those requirements
• Ensure that timesheet transactions are accurately recorded in the finance system
• Maintain FFI's financial systems, ensuring they are fully fit for purpose, including:
  ➢ Managing and/or liaising with third party providers and consultants as appropriate, acting as the primary point of contact with the accounting software provider, to deal with system issues and upgrades as and when required
  ➢ Managing the ongoing maintenance of systems, including performance evaluation
  ➢ Ensuring the integrity of data is maintained by undertaking appropriate regular system checks
  ➢ Ensuring users have adequate support and training in the use of systems
  ➢ Ensuring system processes are clearly documented
  ➢ Working with the ICT Team to ensure the finance system accessibility for all users
• Ensure maintenance of finance system administration; control user access, ensure the Chart of Accounts is maintained, manage and update coding structures and key lists, ensure exchange rates are maintained and ensure consistency of finance coding across FFI including its subsidiaries
• Calculate role rates annually, after the institutional budget is approved, and communicate new rates to Finance Business Partners and Finance Director
• Load the institutional budget and forecasts, if any, into FocalPoint, once approved
• In conjunction with the Financial Controller, ensure that any audit adjustments are properly recorded in the system, and the financial year is rolled forward once the audited financial statements have been approved and finalised
• Act as the primary point of contact with finance system support, to deal with system issues and upgrades as and when required
• Provide line management of Finance Systems Assistant through objective setting, continuous performance management, annual appraisals, training provision and personal development planning
• Assist Finance Business Partners and Finance Director in producing information for funding and external audit where necessary
• Liaise with staff throughout the organisation as necessary to ensure the efficiency of institutional data management
• In conjunction with others in the Finance Team, ensure that the Finance section of OurFFI is maintained and updated as required
• In conjunction with the Financial Controller and the Finance Business Partners, ensure that new staff are inducted and current staff are appropriately trained to use the FFI Finance and related systems and aware of FFI’s accounting policies and procedures
• Maintain global staff data as required for timesheet recovery purposes
• Assist the Finance Team in ensuring compliance with finance policies and procedures
• 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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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Advanced Excel skills, including confidence with lookups and pivot tables</td>
<td>• Strong financial analysis skills, with emphasis on problem solving and critical thinking</td>
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<td>• Strong financial analysis skills, with emphasis on problem solving and critical thinking</td>
<td>• Excellent communication and interpersonal skills</td>
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<td>• Excellent organisation, prioritisation and time management skills</td>
<td>• Meticulous attention to detail</td>
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<td>• Good spoken and written English</td>
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<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• CCAB qualified or equivalent, with significant post-qualification experience</td>
<td>• Experience of the Charity sector, preferably in an international organisation</td>
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<td>• Substantial experience using accounting and financial reporting software</td>
<td>• Experience with Access Group software</td>
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<td>• Experience of database management</td>
<td>• Experience with Crystal reporting</td>
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<td>• Experience producing consolidated financial reports</td>
<td>• Experience training finance staff remotely</td>
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<td>• Substantial management reporting experience</td>
<td>• Understanding of GDPR</td>
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<td>• Experience of working in a multi-currency/international environment</td>
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<th>Behavioural qualities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Methodical, efficient and highly organised</td>
<td>• Interest in and empathy with FFI’s mission</td>
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<td>• Confident working with large amounts of data</td>
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<td>• Proactive and willing to take a hands on approach</td>
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<td>• Ability to build positive personal and organisational relationships</td>
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<td>• Excellent team player, with the ability also to work well independently</td>
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<td>• Flexible to respond to demands of operating across different cultures and time-zones</td>
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FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills 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@fauna-flora.org

Please mark your application ‘Finance Manager, Reporting & Systems (parental leave cover)’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is 13 June 2021.

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, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity