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Finance Assistant, Fundraising

“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, and 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.

Team

The FFI Fundraising team currently consists of around 20 individuals split into three sections – Supporter Development, Major Donors and Trusts & Foundations. This role is within the Supporter Development section, which focusses on raising unrestricted income from the general public. We work closely with FFI's Communications team on publications and online communications, working to ensure FFI's brand reputation is protected. Our income targets are bold and ever-growing, making it a dynamic and ambitious environment.

The Opportunity

FFI is seeking a Finance Assistant who will be responsible for the management of FFI's donation processing function, ensuring it runs smoothly and efficiently.

You will have excellent numeracy skills and a strong attention to detail. A diligent and rigorous approach to work is essential. Your strong interpersonal skills and customer focus will enable you to build effective working relationships. 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:	Permanent
Probation Period:	Six months

Salary:	£18,000 - £20,000 per annum pro rata
Location:	Fauna & Flora International, Cambridge (some remote working from within the UK may be considered)
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 part time position working 22.5 hours per week. Normal working hours are 37.5 hours per week Monday to Friday inclusive.

Job Description

Job Title:	Finance Assistant, Fundraising
Reporting to:	Supporter Experience Manager
Key Relationships:	Supporter Marketing Team, Finance Team

Purpose:

Working closely with the fundraising teams, this role is responsible for the timely processing of fundraising income from the supporter recruitment, trusts & foundation and major donor teams. In addition, the role works closely with the finance team to ensure all income is reconciled with our finance systems and regular reports are produced for the fundraising and management teams.

Income Processing

- Responsible for accurately coding and processing donations across a range of income streams which include direct mail appeals, legacies and community fundraising
- Responsible for digital income processing including uploading third-party donation reports to the CRM, including, JustGiving, CAF and PayPal
- Carry out any necessary administrative tasks relating to Direct Debits, working closely with our Direct Debit management partner
- Responsible for submitting FFI's monthly Gift Aid Claim
- Respond to requests and queries relating to fundraising donations
- Generate reports for income reconciliation with FFI finance systems, including producing monthly income reports, and third-party reports

- Ensure that FFI bank statements reconcile with data on the CRM database and flag any donations which cannot be identified
- Support the development of international donation processes
- Create fundraising team purchase orders when requested, and work with the finance team in dealing with any queries regarding fundraising invoices

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent numeracy skills • Good organisational and time management skills • Good prioritisation skills, with ability to balance competing demands • Critical checking skills • Strong interpersonal and customer service skills • Good verbal and written communication skills • Intermediate Microsoft Excel • Proficient Microsoft Outlook and Word • Fluency in English 	<ul style="list-style-type: none"> • Ability to convey FFI's work with confidence and credibility
Knowledge and experience	<ul style="list-style-type: none"> • Good demonstrable experience in a similar role • Experience of working to deadlines • Experience of the charity sector • Relevant experience in a finance role • Experience with databases, including CRMs 	<ul style="list-style-type: none"> • Experience of the charity sector • Experience of working with financial accounting software • Experience of working in an international organisation
Behavioural qualities	<ul style="list-style-type: none"> • Strong commitment to organisational compliance • Demonstrates rigor, diligence and meticulous attention to detail in approach to work • Customer service focus • Demonstrates proactive approach to work • Comfortable working under own initiative and managing tasks with autonomy • Builds positive organisational relationships • Good team player 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's values • Entitlement to work in the UK 	<ul style="list-style-type: none"> • Interest in and empathy with FFI's mission

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, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to tom.beesley@fauna-flora.org

Please mark your application '**Finance Assistant, Fundraising**'.

The closing date for applications is **22 August 2021**. Interviews are likely to be held during the week commencing **6 September 2021**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised

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