



## Programme Finance Officer, Eurasia

“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.

## Eurasia Programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in four core areas: Central Asia, the Caucasus, Central-Eastern Europe and the Balkans and the Eastern Atlantic Islands. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and most recently on the island nation of São Tomé and Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

## The Opportunity

FFI is seeking qualified candidates for the position of Programme Finance Officer to support all aspects of the financial administration of the Eurasia regional programme, principally by assisting Fund Managers to manage, administer and report on programme and project funds including large statutory grants.

You will have excellent financial and administration skills with proven experience in a similar role. A degree or equivalent level qualification in a relevant subject or equivalent experience is expected. You will be an excellent team player and enjoy working in a dynamic team environment where attention to detail, problem solving and the ability to respond swiftly to changing organisational and team needs is paramount.

In return, the role offers the opportunity to work within a groundbreaking and entrepreneurial organisation, at the forefront of global conservation. In addition, you will receive 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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary Range:</b>	circa £26,000 per annum
<b>Location:</b>	Fauna & Flora International, Cambridge
<b>Benefits:</b>	<p>25 working days' annual holiday 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</p> <p>For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary</p>
<b>Hours of Work:</b>	This is a full-time position working 37.5 hours per week, Monday to Friday inclusive

## Job Description

<b>Job Title:</b>	Programme Finance Officer, Eurasia
<b>Reporting to:</b>	Programme Manager, Central & Eastern Europe & the Balkans, Eurasia
<b>Working with:</b>	<p>Regional Director, Eurasia</p> <p>Programme Assistant, Eurasia</p> <p>Programme Managers, Eurasia</p> <p>Finance Business Partner, Eurasia</p> <p>Finance Managers based in Programme offices</p> <p>Eurasia &amp; Finance team members</p>

## **Purpose of the Role**

- Working closely with the Eurasia Programme Administration Assistant (PAA), provide administrative support to projects and sub-regional programmes within the Eurasia Regional Programme (EP) providing support to the Programme / Fund Managers as required in this regard
- Working closely with the Finance Business Partner (FBP) and Fund Managers ensure the timeliness, quality and effectiveness of financial management
- Under the guidance of the Programme Manager CEEB, assist in delivering programme targets, by ensuring efficient administration of financial resources in line with plans and budget, as well as supporting Fund Managers in the financial /administrative aspects of the fundraising process, improving administrative tools and practices, and facilitating administrative services in Cambridge
- Provide financial administrative support to specific projects of work being delivered by the Eurasia Programme

## **Specific Duties:**

### **Financial management and administration**

- Liaise with the FBP, country and thematic programme leads to monitor Fund level financial management, ensuring that it achieves and maintains a high standard, produces timely reports and complies with FFI policies and procedures.
- Facilitate support and training by the FBP / Finance Department to the programme, to raise financial management standards within the EP and/or to improve FFI systems.
- Compile and present financial analyses for review and discussion with the Regional Director (RD) and/or Fund Managers, using central records held in the Finance Department and other financial data
- Compile and present financial reports to Fund Managers as required to facilitate accurate and timely reporting to funders
- Prepare for and support implementation of internal and external audits.
- Participate in EP regional and country programme planning, support the annual regional budgeting process and help ensure that budgets are prepared in an accurate and timely way
- Liaise with the FBP and Finance team in the UK and FFI and partner teams in other regions to facilitate transfers, authorisations and other routine processes
- Support Eurasia team members with adhering to FFI systems and processes including but not limited to, the preparation, approval and submission of expense claims, timesheets, cash advances, invoices, internal and external transfers
- Provide guidance to EP staff on how to track and efficiently use the funds available to them for timesheet recovery
- Upload and maintain database of EP finance information on FFI's financial management system FocalPoint, and support EP staff in its usage
- Act as a Eurasia programme super user for the online project management system, ensuring that records are kept up to date, users are fully trained and the system runs effectively

### **Fundraising support**

- Track the development, submission and approval or rejection of all funding proposals involving the EP region, maintain up-to-date comparison with budgeted income, and advise the RD on financial implications

- Analyse the funding base of the EP programme, including timesheet and overhead recovery, and work with the RD to prepare] forward financial projections, based on various programmatic and funding scenarios
- Collaborate with EP project developers, FFI cross-cutting teams and partner organisations on the preparation of proposal budgets, with particular attention, where required, to organising the budgeting process, using FFI budgeting guidelines and encouraging simplicity and consistency across programmes

### **Specific programme support**

- Provide specific assistance to fund grant management, including preparation, review and processing of invoices, consultancy contracts, procurements, periodic audits and evaluations, and financial reports
- Provide specific assistance with other statutory donor grant management and reporting, including UK, EU and US statutory donors

### **Additional programme support**

- Work closely alongside the Eurasia Programme Assistant to ensure all routine financial and administrative tasks are covered appropriately
- Collate and maintain an effective information management and storage system for the Programme
- Assist with the implementation of required institutional policies and processes, and support the development of Memoranda of Understanding and regional office registration
- Maintain accurate records and filing systems to capture the information resulting from the duties outlined above (especially documentation relating to the project process, grant agreements, financial management, and electronic staff contacts details) and communicate any changes within the organisation as required
- Support and represent the EP at the institutional level and engage with other FFI regional and cross-cutting teams to contribute to and ensure lesson sharing with FFI's other programmes managing similar grants
- Assist with regional / project travel arrangements, including booking flights and accommodation, visa application support, developing meeting agendas, organising diaries and coordination of associated documentation
- Coordinate and facilitate EP information management, including but not limited to the following:
  - a. Maintain records and databases related to the financial administration of the EP programme and its projects, and perform regular updates on databases and record keeping systems
  - b. Upload and maintain this information so that it is accessible via the EP pages of the FFI Intranet
- Where requested by the RD, work with particular programmes to improve financial and administrative performance, through trouble-shooting specific problems and/or identifying general constraints and devising strategies to overcome them. Support implementation of the strategies, where necessary
- Liaise with relevant departments to support the regional programme on recruitment processes and other human resources and administrative matters
- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience
- Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
Skills	<ul style="list-style-type: none"> <li>• Excellent numeracy skills, applied to financial management</li> <li>• Advanced skills in Excel spread sheet and database programmes</li> <li>• Excellent organisational and administrative skills, with structured and methodical approach to work</li> <li>• Excellent interpersonal and communication skills, builds good working relationships at distance</li> <li>• Fluency in written and spoken English</li> <li>• High proficiency in standard word processing</li> <li>• Excellent attention to detail and ability to handle complex numerical data</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of accounting practices</li> <li>• Knowledge of Microsoft SharePoint</li> <li>• Experience with Access Dimensions or FocalPoint software</li> <li>• Working knowledge of a language relevant to the countries in which the Eurasia programme works, e.g. Turkish, Russian, Romanian, Portuguese, etc</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Degree or equivalent level qualification in a relevant discipline or equivalent experience</li> <li>• Proven experience in a finance and administration role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing and managing budgets</li> <li>• Experience of fundraising</li> <li>• Familiarity with Eurasia cultural context</li> <li>• Understanding / experience in statutory funding compliances</li> <li>• Experience working in a developing country and/or in an NGO environment</li> </ul>
Behavioural qualities	<ul style="list-style-type: none"> <li>• Ability to operate as part of a team in a dynamic environment where flexibility and the ability to manage time, prioritise and meet tight deadlines is essential</li> <li>• Capacity to work independently and be responsive to the needs of the organisation and teams in the UK and overseas</li> <li>• Builds positive personal and organisational relationships</li> <li>• Able to work across cultures and a good level of awareness of cultural sensitivities</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and willingness to travel on occasion to project sites (with notice).</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission and values</li> </ul>	

## 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 are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted via email to [suzanne.tom@fauna-flora.org](mailto:suzanne.tom@fauna-flora.org)

Please mark your application '**Programme Finance Officer, Eurasia** and indicate in your covering letter where you saw this position advertised.

Previous applicants need not apply.

The closing date for applications is **Sunday, 16 January 2022**. Interviews are likely to take place week commencing **Monday, 24 January 2022**.

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

FFI values diversity and is committed to equality of opportunity