



Finance Assistant, Reporting & Systems

“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 Assistant, Reporting & Systems to support the smooth running of FFI's finance and programme management systems and assist in their development.

You will have experience of maintaining databases, and strong IT and numeracy skills. You will enjoy solving problems, and have an exceptional eye for detail and a diligent and rigorous approach to work. You will have experience of accountancy or working in a financial environment.

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 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: | Permanent |
| Probation Period: | Six months |
| Salary range: | circa £23,000 pro rata per annum (dependent on skills and experience) |
| Location: | Fauna & Flora International, Cambridge (some remote working 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 full-time position working 37.5 hours per week, Monday to Friday inclusive.
(Part time working of minimum 60% time may be considered)

Job Description

Job Title: Finance Assistant, Reporting & Systems

Reporting to: Finance Manager, Reporting & Systems

Line manages: N/A

Key internal relationships: Finance Business Partners
UK-based Finance team members
Overseas-based Finance team members

Purpose of the role:

To assist the Finance Manager, Reporting & Systems in the maintenance and development of FFI's finance systems, including the database of global staff information and the processing of monthly timesheets for all employees.

To be provide front-line support to users of the finance systems.

Specific Responsibilities:

System development and maintenance

- Be the first point of call for ad hoc finance system issues including password resetting
- Monitor outstanding issues, and escalate when necessary
- Liaise with software Support to raise and help resolve technical issues
- Assist in testing and installing developments, improvements and software updates
- Set up codes on the finance system
- Run periodic checks on reports to check functionality
- Upload monthly credit card statements into FFI's systems
- Monitor the functionality of the automated e-mail alert systems
- Assist with maintaining exchange rates in the finance system
- Ensure users have access to appropriate system functionality

Staff database maintenance

- Log staff changes and update finance systems accordingly
- Run periodic checks on staff data
- Work with Human Resources and Information & Communication Technology teams to ensure consistency of data across the organisation

Timesheets

- Process FFI's monthly staff timesheets and adjustments on the finance system
- Monitor timesheet submissions throughout the month and work with teams to eradicate errors
- Assist with uploading annual staff time allocations

Reporting

- Run management accounts reports from the finance system and distribute to Management Team
- Assist with institutional budget process including consolidation of data

Other

- Perform regular data integrity checks and assist with correction of errors
- Oversee finance system guidance on SharePoint, checking content and links and encouraging consistency of approach and layout
- Assist with organisational finance training
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the role 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

| | Essential | Desirable |
|---------------------------------|--|---|
| Skills | <ul style="list-style-type: none"> • Intermediate to advanced Excel skills, including confidence with pivot tables, formulae and linked files • Strong general IT skills • Financial literacy • Ability to work with a large amount of data • Fluency in English | |
| Knowledge and experience | <ul style="list-style-type: none"> • Experience of database maintenance • Experience of working with financial accounting software • GCSE grade C or equivalent level qualifications, including Maths and English • Experience of working to deadlines | <ul style="list-style-type: none"> • AAT qualification or accountancy training • IT qualification • Experience of The Access Group's software • Experience of database management • Experience of financial reporting • Experience of working in an international organisation • Experience of the Charity sector • Understanding of GDPR |
| Behavioural qualities | <ul style="list-style-type: none"> • Meticulous attention to detail • Methodical, efficient, and highly organised approach to tasks • Ability to follow instructions and notice errors and discrepancies • Willingness and ability to learn new systems and acquire new knowledge and skills • Demonstrates proactive approach to work • Builds positive organisational relationships • Clear communication • Good team player | <ul style="list-style-type: none"> • Interest in and empathy with the mission and values of FFI |
| Other | <ul style="list-style-type: none"> • Pre-existing right to work in the UK • Commitment to FFI's values 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 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 Debbie Schwaner at: debbie.scwhaner@fauna-flora.org

Please mark your application '**Finance Assistant, Reporting & Systems**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 16 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.

FFI values diversity and is committed to equality of opportunity