



## Finance Business Partner, Statutory Grants

“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's Finance Business Partners enable and champion best practice financial management across the organisation and build strong integration between finance and conservation teams. This is an exciting opportunity to strengthen FFI's ability to manage complex statutory grants.

You will work closely with the UK and overseas-based Finance and Programme teams to ensure the efficient and effective management of statutory funding, contributing to the delivery of FFI's mission and strategy. This role will also take the lead on the annual single entity audit for foreign recipients of US federal funding.

You will have experience of working with statutory funding from donors such as USAID, EU and DfID, and will have a solid understanding of the terms and conditions attached. You will have experience developing resources and training to help non-finance managers comply with the requirements of their statutory donors. You will also have experience of working with local implementing partner organisations, helping with due diligence reviews and organisational assessments. You will have solid project financial management experience, including reporting, audits, 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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary range:</b>	£40,000-£45,000 per annum (dependent on skills and experience)
<b>Location:</b>	Fauna & Flora International, Cambridge (current policy offers partial remote working within the UK)
<b>Benefits:</b>	<p>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</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 37.5hrs per week, Monday to Friday.

## Job Description

<b>Job Title:</b>	Finance Business Partner, Statutory Grants
<b>Reporting to:</b>	Finance Director
<b>Line Manages:</b>	N/A
<b>Key Internal relationships:</b>	Regional Programme & Cross-cutting Finance Business Partners Conservation Programme Teams Senior Management Team UK-based Finance Team members Overseas-based Finance Team members Statutory Fundraising Team

### Purpose of the role

- To enable best practice financial management of FFI's statutory funds by giving finance support to internal stakeholders throughout the organisation, including the development of tools and resources to ensure compliance with donor terms and conditions

- To standardise the approach FFI takes when sub-granting statutory funds to implementing partner organisations, to ensure accurate and timely reporting and compliance with donor terms and conditions.
- To take the lead on managing the annual single entity audit for foreign recipients of US federal funding

### **Specific Responsibilities**

- Provide high quality financial reporting to internal budget holders and managers of statutory funding
- Assist in the investigation of variances and discrepancies against budgets and forecasts and assist with budget amendment requests 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
- Working alongside other FBPs, support project managers of statutory funds 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
- Lead the annual single entity audit for recipients of US federal funding, working alongside other FBPs to compile the Funds Accountability Statement and associated schedules and assist in the collation of supporting documentation as required
- 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)
- Work with the Finance Director and the Finance Manager, Reporting & Systems to ensure accurate staffing charges and overhead charges are applied to statutory funds, in line with internal policies and procedures and grant funding conditions
- Develop guidance documents, training materials and other resources outlining best practice for the management of statutory funds across the global organisation
- Together with the Partnerships Finance Manager, develop standard resources for use by sub-grantees of statutory funds, such as guidance and financial reporting templates
- Together with the Partnerships Finance Manager, assist in the review of due diligence reviews of sub-grantees of statutory funds
- Participate in the assessment, review and/or internal audit of sub-grantees of statutory funds as required, documenting findings and helping the sub-grantee implement recommendations made.
- Assist in enforcing compliance with internal Finance policies and procedures
- Work with the Finance Director and other FBPs to facilitate and coordinate statutory 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 internal stakeholders, 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

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Very high level of numeracy and analytical skills, including variance and costing analysis</li> <li>• Excellent Microsoft Excel and finance /accounting/ reporting systems skills</li> <li>• Strong interpersonal and communication skills, including ability to liaise cross-functionally and cross-culturally with all levels of staff in the organisation</li> <li>• Strong business writing skills</li> <li>• Ability to plan, organise and prioritise workload to meet deadlines</li> <li>• Fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Accountant (CCAB or overseas equivalent) with experience working in a similar organisation</li> <li>• Fluency in French</li> <li>• Fluency in Swahili</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of project financial management, including reporting, budgeting and forecasting</li> <li>• Experience of the Charity sector</li> <li>• Experience in providing remote financial coaching/training for non-financial managers</li> <li>• Understanding of grant management requirements of key donors, such as USAID, EU and DFID</li> <li>• Experience facilitating statutory fund audits</li> <li>• Experience of conducting financial management reviews of third parties</li> <li>• Experience of working with third parties to develop or implement financial policies and procedures and assess and improve their internal controls.</li> <li>• Experience of working in a multi-currency/international environment and in different cultural contexts</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of single entity audits for foreign recipients of US federal funds</li> <li>• Experience with Access Dimensions accounting software</li> <li>• Experience of new system implementation and/or systems management</li> <li>• Local country/field office experience</li> </ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Customer service focus</li> <li>• Builds positive working relationships</li> <li>• Excellent team player, with ability also to work well independently</li> <li>• Strong commitment to organisational compliance</li> <li>• Demonstrates rigor, diligence and meticulous attention to detail in approach to work</li> <li>• Strong in problem-solving and critical thinking</li> <li>• Flexible to respond to demands of operating across different cultures and time-zones</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to undertake occasional international travel</li> <li>• Commitment to FFI's values and empathy with FFI's mission</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 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](mailto:alison.cowan@fauna-flora.org)

Please mark your application '**Finance Business Partner, Statutory Grants**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Tuesday, 28 June 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 Officer, 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