



Partnerships Finance Manager

“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 with and alongside 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 committed to working alongside local partner organisations around the world, to empower them to achieve their own conservation goals. We aim to support partner organisations over the long term, adapting the support we give to meet their changing needs. FFI is seeking an experienced Partnerships Finance Manager to lead on supporting FFI's key priority partners in strengthening their financial management, to develop methods to assess current financial capacity, and to provide training and mentoring in financial management best practice for those priority partners. This role will also play a key part in the development of financial management tools, guidance and training to be used with partner organisations throughout FFI.

You will be CCAB qualified or equivalent, have a strong technical understanding of current UK GAAP, FRS 102 and Charity SORP, proven experience in mentoring and training finance teams (ideally in a range of cultural contexts), together with experience of managing the implementation and improvement of financial policies, procedures and internal controls for different size organisations. You will also have a good understanding of related areas such as risk management and governance best practice. As a member of the UK-based Finance Team, working closely with overseas Finance Teams, Partnerships & Organisational Development (POD) and other teams across FFI, and key priority partner organisations, your strong communication, interpersonal skills and customer focus 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 researching technical financial guidance and documenting findings. 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:	Permanent
Probation Period:	Six months
Salary range:	£44,000 – £49,000 per annum (dependent on skills and experience)
Location:	Fauna & Flora International, Cambridge Current policy offers partial remote working within the UK
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 inclusive (some flexibility may be considered).

Job Description

Job Title:	Partnerships Finance Manager
Reporting to:	Finance Director
Key Internal Relationships:	UK-based Finance team members Overseas-based Finance team members Partnerships and Organisational Development team members Project managers and partnership point people

Purpose of the role

To work with key priority implementing partner organisations to assess current financial management capacity, and to provide training and mentoring in best practice financial management. This role will play a key part in the development of resources, guidance and training relating to the financial management of partner organisations for use throughout FFI, with a focus on ensuring the organisations we work with have suitable financial policies and procedures, adequate internal controls, and robust financial reporting processes.

Specific Responsibilities:

- Together with the POD team, develop an assessment tool to identify the key priority partners of FFI, based on risk
- Develop tools to assess the financial management capacity of the key priority partners, identify gaps and provide recommendations for improvement
- Develop and deliver financial management guidance, training and longer-term mentoring to key priority partners, with a focus on any identified gaps and risk
- Ensure that key priority partners have adequate financial internal controls, and together with FFI project managers/partner point people, work with the organisations to implement or improve their controls as needed
- Assist key priority partners to develop and implement financial systems, policies and procedures in line with best practice and in accordance with local legislation
- Review the financial/operational governance of FFI's key priority partners, identify any gaps and provide advice and mentoring for improvements
- Assist FFI's key priority partners to develop organisational risk assessments, provide advice and mentoring in developing ways to mitigate identified risks
- Together with project managers and partnership point people, monitor and review the financial reporting received from key priority partners, overseeing the on-going implementation of any improvements identified
- Co-ordinate with Partnerships and Organisational Development technical specialists and relevant regional FFI staff, to plan how best to mitigate any financial, governance and performance risks associated with key priority partners roles in FFI projects
- Agree a schedule of visits to key priority partners with the Finance Director and perform partner financial/operational reviews in accordance with an agreed term of reference and/or manage the performance of partner financial/operational reviews by FFI country finance staff
- Alongside Finance Business Partners and local finance teams, provide assistance to key priority partners in preparing for statutory and/or grant audits as required
- Develop standard financial tools, templates and guidance, and work with FFI's Finance Business Partners, project managers and local finance team members to implement their use by FFI's partner organisations
- Review the completed Partner Due Diligence and Finance & Governance Questionnaires of partners, provide feedback on any areas for improvement, and monitor implementation of improvements
- In conjunction with other Finance Team members, ensure that the Finance section of our FFI (FFI's SharePoint system) is maintained and up-to-date

- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the role and 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"> • Solid understanding of financial management best practice • Multi-disciplinary skills – e.g. risk assessment, governance, legal • Advanced Excel and proficient Outlook and Word • Excellent cross-cultural communication, collaboration and interpersonal skills • Excellent organisation, prioritisation and time management skills • Meticulous attention to detail • Excellent spoken and written English 	<ul style="list-style-type: none"> • Working knowledge of a language relevant to any of FFI's locations (particularly French or Spanish)
Knowledge and experience	<ul style="list-style-type: none"> • CCAB qualified or equivalent, with significant post-qualification experience • Strong working knowledge of current UK GAAP, FRS 102 and/or Charity SORP • Experience of conducting financial management reviews of third parties • Experience of working with third parties to develop and implement financial policies and procedures and assess and improve their internal controls • Experience in providing financial coaching/training remotely • Experience of working in a multi-currency/international environment and in different cultural contexts 	<ul style="list-style-type: none"> • Experience of the Charity sector, preferably in an international organisation • Experience with Access Dimensions accounting software • Substantial experience using accounting and financial reporting software • Understanding of statutory funding compliance requirements, experience of USAID and EU audits • Internal audit experience, including experience managing the implementation of recommendations

Behavioural qualities	<ul style="list-style-type: none"> • Ability to build positive personal and organisational relationships • Excellent team player, with the ability also to work well independently • Flexible to respond to demands of operating across different cultures and time-zones • Enjoys mentoring and training, researching issues and solving problems 	
Other	<ul style="list-style-type: none"> • Ability to undertake international travel • 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 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 '**Partnerships Finance Manager**' and indicate in your covering letter where you saw this position advertised. The closing date for applications is **Sunday, 21 August 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