



Payroll & Expenses Officer

“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, while 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 seeking a Payroll & Expenses Officer to join our team, playing a key role in preparing monthly payroll information, reviewing staff expenses in line with FFI's Expenses Policy and HMRC guidance, advising on updates to the Expenses Policy as required, and supporting the finance team with management account information in relation to payroll. This role will suit an individual who is looking for exposure to payroll and expenses in a multi-currency, global organisation.

You will have experience in payroll, preferably including non-UK payrolls, and exposure to HMRC employee expenses and benefits regulations. As a member of the UK-based Finance Team, 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:	circa £26,000 per annum
Location:	Fauna & Flora International, Cambridge, UK Current policy offers partial remote working within the UK

Benefits: 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

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-Friday inclusive

Job Description

Job Title: Payroll & Expenses Officer

Reporting to: Financial Accountant

Key Relationships: Finance Team, HR Team

Purpose:

To support the Finance and HR Teams in the timely and accurate preparation of UK and international payrolls and to ensure that staff expenses and FFI credit cards are used in accordance with FFI's Expenses Policy and HMRC regulations.

Specific Duties:

Payroll

- Work with external payroll providers to prepare UK and international payrolls, ensuring accurate input and processing of all changes as advised by HR (including starters and leavers, changes in pay, sick pay, parental leave). Ensure deadlines are met to allow all payroll payments to be processed on time and in accordance with FFI and regulatory deadlines.
- Assist with the compilation of the annual P11d and PSA returns.
- Conduct reconciliation of month end payroll debtors and creditors
- Assist in development of reporting system for in country payrolls.

Expenses

- Validate and reconcile employee expenses to receipts and ensure compliance with the Expenses Policy and HMRC requirements. Ensure any cash advances provided to staff in advance have been correctly included.
- Validate and reconcile FFI credit card statements to receipts, ensure statements are submitted on time, and ensure compliance with the Expenses Policy and HMRC requirements.

Other

- Provide purchase ledger support including setting up new suppliers, confirming bank details, providing finance approval for purchase orders.
- Liaise with external advisers as required to ensure compliance with changes in tax, social security, pension and other payroll deduction legislation.

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">• Meticulous attention to detail, tenacious about compliance• Strong analytical skills• Ability to perform independent research of technical financial and compliance guidance and document findings• Excellent communication and interpersonal skills• Excellent organisation, prioritisation and time management skills• Advanced Excel skills• Excellent numeracy skills• Excellent spoken and written English	
Knowledge and experience	<ul style="list-style-type: none">• Knowledge of HMRC employee expenses and benefits regulations• Substantial knowledge and experience of processing UK payroll• Experience of working with HMRC and other national compliance regimes• Experience of working with an online expenses system	<ul style="list-style-type: none">• Experience of the Charity sector, preferably in an international organisation• Experience of working in a multi-currency/international environment• Experience of processing non-UK payrolls
Behavioural qualities	<ul style="list-style-type: none">• Customer service focus• 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 researching issues and solving problems	
Other	<ul style="list-style-type: none">• Pre-existing right to work in the UK• Commitment to FFI 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 Fauna & Flora International (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 david.depalmas@fauna-flora.org

Please mark your application '**Payroll & Expenses Officer**'.

The closing date for applications is **Sunday, 21 August 2022**.

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 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