



Finance 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 an enthusiastic Finance Officer to perform high quality purchase ledger transactional processing and to support the Financial Controller and the Finance team in the ongoing development and testing of systems and processes within the Finance function.

You will have experience of purchase ledger transactional processing, working with external payment providers and have excellent communication skills. You will be actively studying towards, or have a desire to study towards an accountancy qualification e.g. AAT, ACCA, CIMA, CIPFA, ACA. 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 ensuring that all purchase ledger transactions comply with FFI's financial policies and procedures, and work with external payment providers to ensure that payments are made in a timely, efficient and cost-effective manner. 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, 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 £27,000 per annum
Location:	Fauna & Flora International, Cambridge, UK
Benefits:	<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>
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

Job Description

Job Title:	Finance Officer
Reporting to:	Financial Controller
Key Relationships:	UK-based Finance Team members Programme Team administrators Staff across FFI

Purpose:

To perform high quality purchase ledger transactional processing, contributing to the efficient and effective performance of the FFI financial accounting function in compliance with FFI's internal finance policies and procedures. This role will also play a key part in the continuous improvement of the systems and processes within the department.

Specific Duties:

Purchase Ledger

- Review and process purchase orders according to FFI internal policies and procedures and VAT legislation.
- Process invoices and other supplier transactions, including sub-grant payments and non-staff expenses. Post approved out-of-pocket expenses and credit card claims to the purchase ledger.
- Assist staff as needed to ensure compliance with FFI's internal policies and procedures.
- Reconcile supplier statements and promptly resolve any discrepancies that may arise.
- Review purchase ledger postings, identify and correct any errors. Perform a monthly reconciliation of the purchase ledger and follow up on any outstanding balances in a timely manner.

Payments and Banking

- Prepare suggested payment lists for scheduled and ad hoc payment runs.
- For approved payment lists, set up the payments with FFI's bank and other payment providers.
- Maintain list of approved beneficiaries with FFI's bank and other payment providers.
- Post all supplier payments into the financial accounting system and allocate to the relevant supplier account.
- Investigate any payment queries with FFI's bank and other payment providers.
- Support the Financial Controller in monitoring cash flow and ensuring adequate balances are held in FFI's bank accounts and with other payment providers.

Systems and processes

- Update monthly exchange rates in the financial accounting system.
- Assist the Financial Controller with ongoing improvements to the finance systems and processes, including testing and implementing changes and updating documentation as required.

General Responsibilities

- Monitor the accounts email inbox and physical in-tray and action items accordingly.
- Maintain filing and archiving requirements related to the Finance Team.
- Provide support for external grant and statutory audits.
- Provide cover for other members of the UK Finance Team when required.

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"> • Excellent numeracy skills • Excellent communication and interpersonal skills across all levels of an organisation • Excellent organisation, prioritisation and time management skills • Meticulous attention to detail • Proficient in Microsoft Excel, Outlook and Word • Excellent spoken and written English 	
Knowledge and experience	<ul style="list-style-type: none"> • Experience of posting financial transactions particularly in a multi-currency environment • Experience of performing supplier reconciliations and balance sheet reconciliations • Experience of processing payments to suppliers via bank and other payment providers platforms • Knowledge of UK VAT legislation Experience assisting with systems development, testing and documentation 	<ul style="list-style-type: none"> • Actively studying towards, or desire to study towards an accountancy qualification e.g. AAT, ACCA, CIMA, CIPFA, ACA • Experience of Access financial software (Dimensions, Capture and FocalPoint) • Experience of the Charity sector, preferably in an international organisation • Experience of working in a partially VAT exempt organisation • Experience of reverse charge VAT
Behavioural qualities	<ul style="list-style-type: none"> • Customer service focus • Strong commitment to organisation compliance • 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 • Proactive approach to work 	
Other	<ul style="list-style-type: none"> • 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 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 ali.stellings@fauna-flora.org

Please mark your application '**Finance Officer**' and indicate in your covering letter where you saw the positioned advertised.

This job will be open until filled.

Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter.

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