



Financial Controller

“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 an experienced Financial Controller to have overall responsibility for the day to day accounting function of FFI to ensure the department delivers a high standard of service to the global organisation, and operates in accordance with established accounting principles and industry best practice. As well as leading the preparation of the organisation's annual statutory accounts, this role will also be responsible for managing the annual external audit process.

You will be CCAB qualified or equivalent, have a strong technical understanding of current UK GAAP, FRS 102 and Charity SORP and have proven experience preparing statutory accounts and lead schedules and managing external audits. As a member of the UK-based Finance Team, working closely with overseas Finance Teams, 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:	circa £55,000 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 37.5 hours per week Monday to Friday inclusive.

Job Description

Job Title:	Financial Controller
Reporting to:	Finance Director
Line Manages:	Financial Accountant Assistant Financial Account Finance Officer
Key Internal Relationships:	UK-based Finance team members Fundraising team members Overseas-based Finance team members Programme Team Finance Officers and Administrators Heads of Department/Team Leaders/Senior Management Team
Purpose of the role	<ul style="list-style-type: none">To manage the day-to-day accounting function of FFI to ensure the department delivers a high standard of service to the global organisation, and operates in accordance with established accounting principles, industry best practices and FFI's financial policies and procedures.

- To take ownership of the month-end process, ensuring that all balance sheet reconciliations are completed on a timely basis.
- To develop and update FFI's global financial policies and procedures and to ensure that FFI's internal controls are robust and fit for purpose.
- To lead on the preparation of the annual financial statements and manage FFI's external audits.

Specific Responsibilities:

Financial Management

- Ensure that sound processes and procedures are in place to ensure financial transactions are recorded in an accurate, timely and complete manner, in accordance with established UK Generally Accepted Accounting Practice (UK GAAP) and FFI's financial policies and procedures
- Manage the month end process, ensuring that all balance sheet reconciliations are performed on a timely basis
- Oversee the maintenance of the accounting ledgers within FFI, ensuring regular reviews and reconciliations are performed, and that transactions are properly evidenced with supporting documentation
- Oversee the monthly reconciliation of Fundraising income between the Fundraising CRM and FFI's accounting system
- Review and approve payment runs
- Together with the Finance Manager, Reporting & Systems and the Finance Business Partners, assist in the roll out of additional finance system functionality to FFI branch offices

Treasury

- Monitor and report on the global cash position of FFI, and maintain working capital forecasts and mitigate exchange rate risk where appropriate
- Maintain FFI's bank register, ensuring that signatories are kept up to date, and that appropriate security levels are in place
- Manage FFI's inter-entity funds transfer process
- Maintain day-to-day relationships with FFI's bankers and other external advisors

Statutory & Compliance

- Manage the annual external audit process for the consolidated FFI entity, including preparation of all supporting schedules and statutory disclosures, and preparation and submission of the Corporation Tax return and CT600.
- Manage the annual external audit process for FFI USA Inc, including preparation of all supporting schedules and statutory disclosures, and assist in the completion of the IRS 990 form.
- Prepare the annual Negotiated Indirect Cost Rate Agreement (NICRA) calculation for US Government funding.
- Complete necessary statutory returns and filings in an accurate and timely manner, in particular P11ds and VAT returns, and ensure returns reconcile to the finance system
- Coordinate and provide reports and supporting documentation required for grant/funding audits, when required
- Review overseas branch statutory accounts, where applicable, and provide support with overseas branch audits as necessary.
- Support Fundraising team members to ensure fundraising activities are completed in the most tax efficient manner

Internal Controls

- Develop, maintain, improve and communicate policies and procedures for FFI employees relating to finance, transaction processing and treasury, and lead on their implementation across FFI's operations globally, in accordance with local legislation
- Ensure procedures, policies and controls are in place (and documented) so that all financial transactions, including those of FFI's overseas branches and subsidiaries, are recorded accurately, completely and in a timely manner, and are consolidated in accordance with accepted accounting practice
- Implement appropriate financial controls over payments/funds transfers and bank transactions in particular, as set out in FFI accounting policies and procedures, ensuring timely and efficient payments to suppliers, partners, employees and branch offices
- Implement appropriate financial controls over new fundraising income streams to ensure timely, efficient and accurate recording of income and any related taxes
- Working with other Finance Team members, provide advice and support to the organisation on financial management, internal financial controls and financial systems and procedures

Other

- Provide line management to direct reports through objective setting, continuous performance management, annual appraisals, training provision and personal development planning to develop individuals and their functions
- Review team roles, responsibilities and capacity and develop the team in accordance with business need, budget and Finance team priorities
- Remain up-to-date with key technical accounting developments, including statutory disclosures
- In conjunction with other Finance Team members, ensure that the Finance section of OurFFI is maintained and up-to-date
- In conjunction with other Finance Team members, ensure that new staff are inducted and current staff are trained and aware of FFI's accounting policies and procedures
- 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">• Proven ability to manage a small but busy team• Strong financial analysis skills, with emphasis on problem solving and critical thinking• Ability to perform independent research of technical financial guidance and document findings	

	<ul style="list-style-type: none"> • Advanced Excel and proficient Outlook and Word • Excellent communication and interpersonal skills • Excellent organisation, prioritisation and time management skills • Meticulous attention to detail • Excellent spoken and written English 	
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 Charity SORP • Previous responsibility for producing consolidated statutory accounts, including lead schedules • Experience managing an external audit • Substantial management reporting experience, including balance sheet reconciliations • Substantial experience using accounting and financial reporting software • Experience of writing and implementing financial policies and procedures • Experience in providing financial coaching/training • Experience of working in a multi-currency/international environment • Knowledge of partial exemption and reverse charge VAT • Experience of preparing UK corporation tax returns • Experience of VAT fundraising exemptions 	<ul style="list-style-type: none"> • Experience of the Charity sector, preferably in an international organisation • Experience with Access Dimensions accounting software • Experience of US GAAP and IRS Form 990 • Experience training finance staff remotely
Behavioural qualities	<ul style="list-style-type: none"> • Customer service focus • Proactive and willing to take a hands-on approach • 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"> • 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 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 nazish.arshad@fauna-flora.org

Please mark your application '**Financial Controller**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Thursday, 12 January 2023**.

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