Programme Manager (Operations & Compliance), Africa

“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, Fauna & Flora Vice-president
Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while 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, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

Africa Programme

Working closely with local partners, Fauna & Flora currently operates in 12 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

The Opportunity

Fauna & Flora is seeking qualified candidates for the position of Programme Manager (Operations & Compliance), Africa, to provide direct support to the Africa Programme team. You will have proven demonstrable experience in a programme support position with a strong finance component, with excellent numeracy skills and a keen interest in compliancy issues. This is an exciting role to become part of a growing team working on a diverse portfolio of projects across Africa.

You will be an exceptionally competent administrator, highly organised and with a methodical approach to work. You will have a keen interest in donor and organisational compliance, as well as experience in providing support to teams to ensure they are compliant with Fauna & Flora policies and procedures and donor requirements. You will be at ease working with management systems and data, and your exceptional analytical and communication skills will add value by interpreting and presenting financial data to the Africa Programme.

You will be tenacious, and your excellent interpersonal skills will enable you to build professional working relationships, and extract information needed from across the programme. You will be a good team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive and pre-emptive approach to your work, you will seek to add value, work with minimal supervision and manage your workload effectively. You will be meticulous in detail and maintain a high level of confidentiality and discretion at all times. Fluency in English is essential and a good working knowledge of French would be an advantage.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with opportunity to apply your skills and expertise where appropriate. In addition, FF 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

Start Date: As soon as possible
Duration of Contract: Permanent
Probation Period: Six months
Salary: circa £35,000 per annum
Location: Fauna & Flora, Cambridge. 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 Fauna & Flora UK offices are closed

For employees on UK-based contracts, Fauna & Flora 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: Programme Manager (Operations & Compliance), Africa
Reporting to: Senior Programme Manager (Operations), Africa
Key Relationships: Regional Director, Africa
Finance Business Partners (FBP), Africa
Senior Programme Managers (SPM), Africa
Africa Programme Team (UK and regionally)
Finance Teams
Fauna & Flora Operations team’s: Governance, HR, Legal
Institutional Fundraising

Purpose:
• To enable Fauna & Flora Projects in the Africa region to be underpinned by best practice and efficiently and effectively follow Fauna & Flora operational processes
• To provide defined central support to the Africa Programme that enables effective financial and fund management, adherence to Fauna & Flora and funder policies and procedures, lesson learning and efficiencies of scale across the Africa region
To act as a focal point for funder compliance issues, specifically for statutory grants, to enable high standards of grant administration and mitigation of financial and grant compliance risk.

Specific Duties:

Programme Operations

- Develop and maintain high proficiency in the use of Fauna & Flora’s internal finance system, FocalPoint, and act as FocalPoint ‘Super User’ for the Africa team
- Manage Africa Programme timesheet recovery to ensure that all available funds are effectively recovered and perform monthly analysis on staff contribution variance, communicating findings and mitigating actions taken with the Senior Programme Manager (Operations), Africa and relevant FBPs as required
- Support the FBPs, Africa in compilation and analysis of the annual institutional budgeting process, specifically overseeing the timesheet entries of the annual budgeting process ensuring data entered complies with fund budgets and regulations
- Ensure FocalPoint remains up to date by conducting periodic reviews of fund budgets, fund applications and milestone completeness and recommend actions required to the relevant Fund Managers
- Enable the Senior Programme Manager (Operations), Africa, to oversee timely donor reporting deadlines by providing monthly analysis of upcoming milestones and leading monthly Africa Programme Operations meetings to review and plan progress towards deadlines with relevant Africa team members
- Support the Africa FBPs with annual institutional and any grant auditing processes, including conducting compliance checks
- Support the FBPs in the review of initial project budgets, to ensure appropriate costing and recovery and match to institutional budget
- Oversee the development of, and, where appropriate, directly develop consultancy contracts and sub-grant agreements, liaising with the Legal Officer, the relevant FBP, Africa and the Assistant Financial Accountant as appropriate, providing quality control to ensure adherence to internal policies, procedures and templates as well as donor compliance
- Contribute to the improvement of Fauna & Flora systems through pro-actively applying learning and supporting users of administrative and financial tools such as FocalPoint, ourFFI and One Drive
- Support in-country teams with accounting systems where capacity is not in place in country
- Ensure that monthly operational sheets are updated and maintained, and plan and review progress with relevant Africa team members

Compliance

- Remain up-to-date with and act as team focal point for statutory and regulatory frameworks relevant to grant management in the region and with Fauna & Flora administrative and financial policies and procedures
- To mitigate risk from non-compliance, in collaboration with the Fauna & Flora capacity team, develop and deliver a ‘Fauna & Flora policies and procedures and funder compliance’ capacity programme tailored to Fauna & Flora Africa staff and partner’s needs, and in line with agreed regional priorities and resources, including but not limited to:
  - Development and dissemination of specific guidelines and tool-kits for statutory and other high value funds, taking into account terminology and language constraints, budget management, procurement and contracting regulations and sub-grant management processes
• Delivery of training to groups and individuals with follow-up monitoring and refresher steps and pro-active reporting to accountable staff such as line managers and fund managers
• Act as a key point of contact across the Africa programme for compliance related support for funder regulations and requirements
• Act as focal point for key funders to ensure good funder relations are maintained with timely communications to manage active grants proactively and effectively
• Work with fund managers to ensure teams have the systems in place to adhere to all specific fund regulations on record keeping and data sharing as required
• Bring any challenges to financial and administrative grant compliance to the immediate attention of the relevant Senior Programme Managers as required

Programme support
• Support financial management of different programmes
• Support in building and maintaining good relations with donors and partner organisations
• Support the liaison between the Africa regional teams and the UK-based Operations team
• Where capacity gaps exist within the Fauna & Flora Africa regional portfolio, as required:
  o Ensure that fund budgets developed for proposals:
    ▪ Provide realistic coverage for staff time, other resources and activities
    ▪ Align with funder and Fauna & Flora policies
    ▪ Consider matched funding requirements with any risk approved as per the Delegations of Authority (DoA)
    ▪ Are approved by the FBP and as required following the DoA
  o Act as temporary fund management and take responsibility for cost allocations to budget lines, managing split of spend between different funds for the same project, and tracking expenditure against fund budgets and institutional budget
  o Manage changes to fund budgets as required, including identifying/recommending when no-cost extensions or movement between budget lines is required to support delivery of project activities, and ensure this is carried out in full compliance with funder policies and requirements for communicating changes
  o Prepare timely, accurate financial donor reports under the supervision of the relevant SPM or FPB, Africa
  o Liaise with and support partner organisations to ensure financial project implementation up to a high standard, in a timely fashion, within budget and in compliance with Fauna & Flora and funder policies and requirements
  o Review draft donor agreements, liaising with the Legal Officer, the relevant Finance Business Partner, Africa and the donor, providing quality control to ensure adherence to internal policies and procedures

Other
• Work in full compliance with FFI protocols, ensuring work is done to high quality and within budget
• Deliver targeted, interim project management support to local offices and teams experiencing staff transitions or extended absences to manage risk from gaps in resourcing, ensuring a high standard of fund management, and compliance to all donor requirements including reporting deadlines is maintained during these periods
• Participate in and contribute to Africa team meetings
• Undertake international travel to project sites as required
• With the agreement of your Line Manager, perform any other tasks that may be requested of you
from time to time, commensurate with your skills, experience and role

- Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation’s activities and structure

## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• Excellent financial analytical skills and ability to interpret and present analysis to a non-finance audience</td>
<td>• Good working knowledge of French</td>
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<td>• Excellent financial administrative skills, including budgeting and reporting</td>
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<td>• Excellent numeracy skills</td>
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<td>• Structured methodical approach to work</td>
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<td>• Ability to plan, organise and prioritise workload to meet deadlines whilst ensuring long-term and ongoing tasks remain on track</td>
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<td>• Meticulous attention to detail</td>
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<td>• High proficiency in standard word processing, spreadsheet and database programmes, including Microsoft Office and OneDrive</td>
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<td>• Excellent interpersonal, verbal and written communication skills including with remote teams</td>
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<td>• Ability to quickly pick-up and use a number of different administrative tools and processes</td>
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<td>• Fluency in English</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Experience complying with statutory donor requirements</td>
<td>• Experience with US and UK Government, EU, GEF/GCF donor funding</td>
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<td>• Experience of training individuals in use of financial systems, data management systems, policies and procedures</td>
<td>• Previous experience in the NGO sector</td>
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<td>• Experience in using financial project management software/packages</td>
<td>• Knowledge of GDPR rules and regulations</td>
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<td>• Experience in preparing financial reports to a required format</td>
<td>• Experience in developing budgets</td>
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<td>• Experience in analysing and presenting financial data</td>
<td>• Experience in supporting audit procedures</td>
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<td>• Experience in using data management systems</td>
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<td>• Proven demonstrable experience in an administrative role with a finance focused component</td>
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## Behavioural qualities

- Demonstrates Fauna & Flora’s values
- Ability to work effectively under pressure
- Ability to build positive personal and organisational relationships
- Committed to compliance
- Excellent team player with the ability also to work well under own initiative
- Flexibility, reliability, tenacity and efficiency
- Ability to maintain a high level of confidentiality and discretion at all times
- Shows initiative and a positive approach to dealing with challenges and problems
- Proactively seeks to improve institutional practices and processes
- Ability to work in a multicultural context
- Respects confidentiality
- Commitment to and empathy with Fauna & Flora’s mission and vision

## Other

- Willingness and ability to undertake international travel when required, including to remote locations

## 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 africajobs@fauna-flora.org

Please mark your application ‘Programme Manager (Operations & Compliance), Africa’.

The closing date for applications is **Sunday, 14 May 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

Fauna & Flora 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, Fauna & Flora, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity.