



## Programme Finance Officer, Americas & Caribbean

### Americas & Caribbean Programme

“In the past century Fauna & Flora 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 with and alongside 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.

## Americas And Caribbean Programme

The Fauna & Flora Americas & Caribbean Programme works to deliver Fauna & Flora's mission in the wider Caribbean and Latin America. With a regional base in Cambridge, the programme has staff in Nicaragua, Antigua and Saint Lucia, and additional projects with partners in Belize, Honduras, and a growing number of Caribbean islands, including St Lucia, Antigua, Anguilla, Barbados and St Vincent and the Grenadines.

The Americas & Caribbean Programme seeks to bring Fauna & Flora expertise, innovative approaches and resources to bear on landscape, site and species conservation and the associated challenges of sustainable development, especially for those local people and stakeholders who depend on the natural ecosystem for their livelihoods. We work both at site level and on national policies. In every location we cooperate with partner NGOs, local and national government, communities, industries and other stakeholders and seek to respond to their conservation priorities and build local capacity. Target habitats and species include coastal and marine habitats in the eastern tropical Pacific and Caribbean, dry forest, and endangered island endemics of the Caribbean. We also work on charismatic flagship species, notably sea turtles, for which we have an extensive programme, which is centred on Nicaragua but cooperates regionally.

## The Opportunity

Fauna & Flora is seeking qualified candidates for the position of Programme Finance Officer to provide administrative support to the Americas and Caribbean Programme (ACR), and to ensure the timeliness, quality and effectiveness of its financial management, assisting the Americas & Caribbean team to produce, manage and report against programme and project budgets and to strengthen fundraising and administration of projects.

You will have proven experience in a similar finance and administration role. Your excellent budgeting and financial analysis skills will enable you to support the Finance Business Partner in solving finance problems and ensuring up to date and accurate financial reports. You will have excellent organisational and administrative skills and be a strong team player. You will enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. Your excellent interpersonal skills will enable you to build positive organisational relationships. Fluency in English and Spanish are essential.

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, including Cycle to Work Scheme.

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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary:</b>	circa £27,000
<b>Location:</b>	Fauna & Flora International, Cambridge, UK (Some remote working from within the UK may be considered)
<b>Benefits:</b>	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
<b>Hours of Work:</b>	This is a full-time position working 37.5 hours per week, Monday to Friday inclusive.

## Job Description

<b>Job Title:</b>	Programme Finance Officer, Americas & Caribbean
<b>Reporting to:</b>	Director of Operations, Americas & Caribbean (DoO)
<b>Key Relationships:</b>	Americas & Caribbean team in UK and in the region Finance Business Partner, Americas & Caribbean Finance Team Communications and fundraising teams Global cross-cutting teams, including those working on communications, livelihoods and governance, capacity building,

monitoring and evaluation, marine conservation, and conservation financing and enterprise

Partner organisations in the region, such as government bodies, NGOs, communities, businesses and research institutes.

### **Purpose**

- Provide a comprehensive and efficient finance administrative support to the Americas and Caribbean Regional Programme (ACR), ensuring the timeliness, quality and effectiveness of a wide range of financial and administrative processes in support of the overall programme and project planning, development and implementation
- Assist the ACR team in delivering programme targets, by ensuring efficient administration of financial resources in line with programme strategy, plans and budget, as well as supporting the financial /administrative aspects of the fundraising process, improving administrative tools and practices, and facilitating administrative services in Cambridge
- Provide administrative support to specific projects / programmes of work being delivered by the ACR
- Provide support to the financial/administrative aspects of the fundraising process and assist the ACR DoO through analysis of the ACR funding base

### **Specific Duties:**

#### **Financial management and administration**

- Support regional staff in the implementation and use of finance systems
- Liaise with the ACR Finance Business Partner (FBP) and Finance Department, country and thematic programme leads to monitor ACR financial management and ensure that it achieves and maintains a high standard, produces timely reports and complies with Fauna & Flora policies and procedures
- Facilitate support and training by the FBP / Finance Department to the programme, to raise standards and/or to improve Fauna & Flora systems
- Support the FBP to provide high quality financial analysis and monitoring across the regional portfolio of projects
- Support the compilation of financial data for ACR managers as required to facilitate accurate and timely reporting to funders
- Prepare for and support implementation of internal and external audits
- Participate in ACR regional and country programme planning, coordinate the annual regional budgeting process and ensure that annual plans are in line with available budgets
- Liaise with FBP and Finance team in the UK, and Fauna & Flora and partners teams in other regions to facilitate transfers, authorisations and other routine processes
- Support ACR team in the preparation, approval and submission of expense claims, timesheets, cash advances, invoices, internal and external transfers
- Provide guidance to ACR staff on how to track and use efficiently the funds available to them for timesheet recovery
- Upload and maintain database of ACR finance information on Fauna & Flora's financial management system Focalpoint, and support ACR staff in its usage, ensuring that records are kept up to date, users are fully trained and the system runs effectively
- Support partners to meet their obligations to complete cashbooks and financial reports in accordance with Fauna & Flora and donor requirements including all necessary supporting documentation

- Review partner cashbooks, financial reports and other relevant documents to ensure their completion accurately and on time
- Reconcile partner accounts against sub-grant agreements and fund transfers
- Act as the ACR programme super user for the online project management system, ensuring that records are kept up to date, users are fully trained and the system runs effectively

### **Fundraising**

- Track the development, submission and approval or rejection of all funding proposals involving the ACR region, maintain up-to-date comparison with budgeted income, and advise the DoO on financial implications
- Analyse the ACR funding base, including timesheet and overhead recovery, and work with the DoO and / or Fund Managers to prepare forward financial projections, based on various programmatic and funding scenarios
- On all proposals, collaborate with ACR project developers, Fauna & Flora cross-cutting teams and partner organisations on the preparation of proposal budgets, with particular attention to organising the budgeting process including aligning Fauna & Flora and donor budget templates, using appropriated budgeting guidelines and encouraging simplicity and consistency across programmes

### **Specific programme support**

- Provide assistance with EU, UK and US statutory funded grant management, including preparation, review and processing of invoices, consultancy contracts, procurements, periodic audits and evaluations, and financial reports and ensure donor specific compliances
- Maintain oversight and track budget milestones to ensure donor fund request and financial reporting requirements are met on time
- Provide assistance with other donor grant management and reporting, as required

### **Additional programme support**

- Assist with the implementation of required institutional policies and processes, and support the development of Memoranda of Understanding, sub-grant agreements, funding agreements and regional office registration
- Maintain accurate records and filing systems to capture the information resulting from the duties outlined above (especially documentation relating to the project process, grant agreements, financial management, and electronic staff contacts details) and communicate any changes within the organisation as required
- Liaise with other Fauna & Flora regional and cross-cutting teams to ensure the ACR's engagement and contributions across Fauna & Flora's other programmes and grant-making responsibilities
- When required, assist with other regional administration including travel arrangements, booking flights and accommodation, visa application support, developing meeting agendas, organising diaries and coordination of associated documentation
- Coordinate and facilitate ACR information management, including but not limited to the following:
  - Maintain databases related to the administration of the ACR programme and its projects, and perform regular updates on databases and record keeping systems
  - Upload and maintain this information so that it is accessible via the ACR pages of the Fauna & Flora Intranet



- Support the ACR to improve financial and administrative performance, through trouble-shooting specific problems and/or identifying general constraints and devising strategies to overcome them. Support implementation of the strategies, where necessary
- When requested by the DoO support the regional programme on recruitment processes and other human resources and administrative matters
- Support the DoO and FBP to identify risks affecting the ACR
- Act as site editor for the Americas & Caribbean Programme's intranet site, to include management of the site's content and permissions (in conjunction with team members), acting as a point of contact about the area within our internet system for the Americas & Caribbean Programme Team, supporting team members in their use and taking a proactive role in the maintenance and development of our intranet system.
- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy skills, applied to financial management</li> <li>• Excellent financial analysis skills, with emphasis on problem solving and critical thinking</li> <li>• Advanced skills in Excel spread sheet and database programmes</li> <li>• Excellent organisational and administrative skills, with structured and methodical approach to work</li> <li>• Excellent interpersonal and communication skills, with the ability to build good working relationships at distance</li> <li>• Fluency in written and oral English and Spanish</li> <li>• High proficiency in standard word processing</li> <li>• Excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of accounting practices</li> <li>• Knowledge of Microsoft SharePoint</li> <li>• Experience with Access Dimensions or Focalpoint software</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in a similar finance and administration role</li> <li>• Experience of developing and managing budgets</li> <li>• Experience of working in a multi-currency environment</li> <li>• Understanding of issues relating to compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a developing country and/or in an NGO environment</li> <li>• Experience working with remote teams</li> <li>• Experience of fundraising</li> <li>• Familiarity with Latin America and the Caribbean cultural context</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Customer service focus</li> <li>• Builds positive personal and organisational relationships</li> <li>• Ability to operate as part of a team in a dynamic environment where flexibility and the ability to manage time, prioritise and meet tight deadlines is essential</li> <li>• Capacity to work independently and be responsive to the needs of the organisation and teams in the UK and overseas</li> <li>• Sensitivity to working across different cultures and a strong appreciation for importance of equality, diversity and inclusivity</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Empathy with the mission and values of Fauna &amp; Flora</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake regular international travel (when possible)</li> </ul>

## Fauna & Flora 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 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 inclusive, 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 [anastasia.nazarova@fauna-flora.org](mailto:anastasia.nazarova@fauna-flora.org)

Please mark your application '**Programme Finance Officer, Americas & Caribbean**'.

The closing date for applications is **Sunday, 28 May 2023**. 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

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

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