Head of Finance Business Partnering

“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.

The Opportunity

Fauna & Flora operates a model of Finance Business Partners who work alongside our conservation teams to enable and champion best practice financial management across the organisation. This newly created role, reporting directly to the Finance Director, will provide proactive and hands-on team leadership to our Finance Business Partners. With an emphasis on high quality and value-adding service delivery, this role will develop standard and consistent processes and strengthen the integration between operations and programme teams.

You will be CCAB qualified or equivalent, have excellent business partnering skills and a proven track record of leading and developing high performing teams. You will have a highly organised approach with the ability to identify areas of risk and to prioritise work across the team as needed. You will have a continuous improvement mindset, developing and implementing improvements to systems and processes. You will be proactive and be willing and able to engage at a variety of levels, from high level analysis to more detailed work. You will be a member of the UK-based Finance Team, and work with colleagues and partners across the world. 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. 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
**Gross Salary:** circa £60,000

**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.

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**Job Description**

**Job Title:** Head of Finance Business Partnering

**Reporting to:** Finance Director

**Line Manages:**
- Finance Business Partner, Asia Pacific
- Finance Business Partner, West & Central Africa
- Finance Business Partner, East & Southern Africa
- Finance Business Partner, Eurasia
- Finance Business Partner, Americas & Caribbean
- Finance Business Partner, Cross-cutting programmes

**Key Internal Relationships:**
- UK-based Finance team members
- Director, Institutional Funding
- Senior Leadership Team and Management Team members
- Area and Project managers

**Purpose of the role**

- To lead and manage Fauna & Flora’s Finance Business Partner function, setting function objectives and ensuring the delivery of high quality and value-adding analysis, advice and support to the organisation
- To lead and manage the development and implementation of improved processes, frameworks, tools and shared resources to facilitate best practice financial management and ensure funder compliance
- To identify key areas of risk within Fauna & Flora’s funding portfolio and lead on risk management and mitigation
Specific Responsibilities:

- Provide leadership and line management of designated staff through clear objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the effective delivery of the Finance Business Partner function

- Review the Finance Business Partner function and work with the team to identify and implement new ways of working to improve organisational efficiency and effectiveness

- Work with internal stakeholders to identify key areas of risk and prioritise the work of the team as required to manage and mitigate risk

- In collaboration with the Director, Institutional Funding, develop policies and procedures relating to Fauna & Flora’s approach to working with institutional funders

- Serve as Finance Business Partner to the Fundraising, Communications and Operations Teams, including providing budgeting support, financial management and analysis

- Coordinate a detailed review of Fauna & Flora’s live funds:
  - Audit completeness of key fund information in Fauna & Flora’s systems
  - Review list for fund closures/use of flexible funds
  - Audit fund margins against budgets

- Coordinate the compilation of key funder compliance requirements and oversee the development and maintenance of shared key funder information and templates

- Develop systems/resources to facilitate consistency in fund budget development and review

- Review funder reporting processes and develop and implement improvements as needed

- Develop a high-level project budget system, through cross-organisational consultation and input, to enable effective management of complex project-level budgets

- Working with the Finance Director, review and improve Fauna & Flora’s budget and reforecasting processes

- Working with the Finance Director, review Fauna & Flora’s role rate and indirect cost methodologies

- Prepare Fauna & Flora’s annual Negotiated Indirect Cost Rate Agreement (NICRA) submission

- Manage the annual US compliant audit (for US federal funding), including overseeing the preparation of all supporting schedules

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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<td><strong>Skills</strong></td>
<td>• Excellent understanding of activity-based accounting and financial management best practice&lt;br&gt;• Advanced Excel&lt;br&gt;• Excellent verbal and written communication skills&lt;br&gt;• Excellent interpersonal skills, with ability to influence effectively at all levels&lt;br&gt;• Excellent organisation, prioritisation and time management skills&lt;br&gt;• Meticulous attention to detail&lt;br&gt;• Excellent spoken and written English</td>
<td>• Working knowledge of a language relevant to any of Fauna &amp; Flora’s locations (particularly French or Spanish)</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• CCAB qualified or equivalent, with significant post-qualification experience&lt;br&gt;• An excellent leader with a track record of managing and developing high performing teams&lt;br&gt;• Experience of developing and implementing financial policies and procedures and assessing and improving internal controls&lt;br&gt;• Experience in providing financial coaching/training remotely&lt;br&gt;• Experience of working in a multi-currency/international environment and in different cultural contexts</td>
<td>• Experience with Access Dimensions accounting software&lt;br&gt;• Substantial experience using accounting and financial reporting software&lt;br&gt;• Internal audit experience, including experience managing the implementation of recommendations&lt;br&gt;• Experience of the Charity sector, preferably in an international organisation&lt;br&gt;• Understanding of statutory funding compliance requirements, experience of USAID and EU audits</td>
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<td><strong>Behavioural qualities</strong></td>
<td>• Ability to build positive personal and organisational relationships&lt;br&gt;• Proactive and able to adapt quickly and effectively&lt;br&gt;• Excellent team player, with the ability also to work well independently&lt;br&gt;• Hands-on and ‘can-do’ approach&lt;br&gt;• Continuous improvement and value-adding mindset&lt;br&gt;• Culturally sensitive&lt;br&gt;• Flexible to respond to demands of operating across different time-zones&lt;br&gt;• Enjoys mentoring and training, researching issues and solving problems</td>
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<td><strong>Other</strong></td>
<td>• Commitment to FFI’s values and empathy with FFI’s mission</td>
<td>• Ability to undertake international travel</td>
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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 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 alison.cowan@fauna-flora.org

Please mark your application ‘Head of Business Partnering’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Sunday 9 July 2023.

No agencies please.

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

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