Grants and Contracts Officer, Caribbean

“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.

Fauna & Flora International in the Caribbean

Fauna & Flora is one of only a few international organisations working in the Caribbean region and is helping to raise awareness on the need for conservation action and to build the capacity of local partners in the region to conserve priority species and habitats. Fauna & Flora currently supports more than a dozen active projects in the Eastern Caribbean all of which were instigated by local request. These projects encompass a variety of themes including climate change adaptation, endangered species recovery, sustainable financing for conservation, and preventing illegal wildlife trade. Fauna & Flora launched its Caribbean Illegal Wildlife Trade portfolio in 2017 as a response to the concerning illegal trade of Eastern Caribbean reptiles for the pet markets in the US, Europe and Japan, with a focus on Barbados, Dominica, Saint Lucia, Saint Vincent and the Grenadines.

The Opportunity

We are looking qualified person to join Fauna & Flora’s Caribbean team as Grants and Contracts Officer to oversee grants management, compliance, financial and administrative functions for our Combating Wildlife Trafficking Activity (CWTA) project to combat wildlife trafficking as a means to reduce threats to biodiversity in the Caribbean region. You will work closely with colleagues across Fauna & Flora and partners across the region.

The role entails grant and contracts management, helping ensure compliance with internal systems, policies and procedures and donor requirements. The post-holder will also contribute Grants and Contracts advice and learning to support the development of other Illegal Wildlife Trade (IWT) and conservation projects in the region.

You will be working within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation and join us in our mission to save nature together.

This position is funded with USAID resources and final appointment is contingent upon final confirmation of funding.
Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Three year, fixed-term contract
Probation Period: Three months
Gross Salary Range: Circa USD 25,000 per annum
Location: Antigua and Barbuda
Benefits: 20 working days’ annual holiday entitlement plus Public/Bank Holidays

Hours of Work: This is a full-time position working 40 hours per week, Monday-Friday inclusive.

Job Description

Job Title: Grants and Contracts Officer, Caribbean
Reporting to: Project Manager, CWTA (Chief of Party)
Key Internal Relationships: Finance Business Partner, Americas & Caribbean
                      Programme Finance Officer, Americas & Caribbean
                      Finance and Administration Officer, Caribbean
                      Sub-regional Manager, Caribbean
                      Programme Managers, Caribbean
                      Director of Operations, Americas & Caribbean
                      Other members of the Finance Team in Cambridge

Purpose of the role
Under the line management of the Project Manager, Combating Wildlife Trafficking Activity (CWTA) (Chief of Party), the Grants and Contracts Officer will provide excellent statutory grant management for Fauna & Flora’s anticipated, three-year, USAID funded Combating Wildlife Trafficking Activity (CWTA) project in full compliance with Fauna & Flora and USAID financial guidelines, policies, procedures and funding agreements.

Specific Duties
Grant and contracts management

- Ensure all contracts and subgrant agreements pertaining to this USAID award are appropriate to, and comply with, Fauna & Flora operating standards, the Delegation of
Authority (DoA), implementation context within the region, and policies and regulations of USAID and any other donor contributing to the implementation of the CWTA

- Analyse, interpret and apply donor regulations, award terms and conditions, and Fauna & Flora’s policies in the day-to-day management of the project, serving as the lead adviser on compliance to project staff and sub-granted partners
- Ensure quality assurance of project budget management activities that include budget planning/forecasting, sub-award management, reporting/invoicing, and analysis
- In coordination with the Finance Officer, Caribbean, manage procurement processes, identifying and negotiating with contractors and suppliers for materials and services, in accordance with Fauna & Flora, USAID and other relevant donor policies and procedures
- Create and update grants and contracts management procedures to ensure that project budget portfolios are managed effectively
- Ensure compliance with project funding agreements and related regulations by conducting an agreement review, working with Fauna & Flora finance staff to clarify internal accounting procedures and any gray areas with the funder
- Cultivate and maintain strong collaborative and working relationships with program staff, funders, and sub awardees
- Provide technical assistance to program staff and subgranted partners on matters related to grants/contracts management
- Minimise risk to organisation by proactively identifying potential problems and possible solutions
- Maintain grant/contract financial records, ensuring compliance with Fauna & Flora’s data management framework
- Collaborate with the development team on the funding pipeline and proposal/reporting schedule, and on in improving processes related to the grants and contracts management portfolio

Other duties
The Grants and Contracts Officer will also be expected to carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position and CWTA project, as directed by the Project Manager, CWTA. Duties may be altered, reasonably added, or delegated from time to time to reflect changes within the organisation’s and/or project’s activities.

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td><strong>Confidence in using pivot tables and other advanced level Excel skills</strong></td>
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<td>• Excellent budgeting and numeracy skills</td>
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<td>• Excellent financial analysis skills</td>
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<td>• Competency in Microsoft Office programmes and Microsoft Excel (intermediate level)</td>
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<td>• Problem-solving and critical thinking</td>
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<td>• Organisation, prioritisation and time management skills</td>
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<td>• Meticulous attention to detail</td>
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<td>• Excellent spoken and written English</td>
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<tr>
<td>Knowledge and experience</td>
<td>Behavioural qualities</td>
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| • Substantial grant and contract funding experience  
  • Proven experience using accounting and financial reporting software  
  • Experience of communicating financial information to non-finance staff  
  • Experience of working in a multi-currency/international environment  
  • Experience of developing and tracking complex budgets  
  • Experience in generating detailed, accurate financial reports  
  • Experience in managing invoices, purchase orders and other payments  
  • Knowledge of principles and practices of public and contract administration and contractual agreements  
  • Understanding of grant management and compliance requirements of statutory donors, e.g. USAID  | • Commitment to organisational and legal compliance and to responsible management of donor funds  
  • Ability to deal with challenges in a pragmatic way  
  • Builds positive personal and organisational relationships  
  • Shows cultural awareness and sensitivity  
  • Excellent team player, with the ability also to work well under own initiative  
  • Commitment to Fauna & Flora’s mission and values.  
  • Entitlement to work and live in Antigua and Barbuda  
  • A bachelor’s degree in finance and/or accounting  
  • Familiarity with 2 CFR Part 200, FAR, and other grant and contract regulations  
  • Experience of the Charity/INGO sector  
  • Experience interacting with and maintaining relationships with funders |

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, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to marisa.victor@fauna-flora.org.

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘Grants and Contracts Officer’.

The closing date for applications is 16 July 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.

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 ema.infante@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity. We would especially welcome applications from members of minority groups in the Caribbean.