“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 is seeking an experienced Financial Accountant to cover a range of tasks including supporting the Financial Controller, leading on developing continued improvements to the sales ledger and fundraising income processes along with supporting the timely and accurate production of management account information. This role will suit an individual who is looking for exposure in a number of different areas of finance in a multi-currency, global organisation.

You will be CCAB qualified or part qualified and actively studying, have a good technical understanding of current UK GAAP and FRS 102, together with proven management reporting experience (up to balance sheet reconciliation), with experience of VAT including reverse charge. As a member of the UK-based Finance Team, your excellent 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

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<tr>
<th><strong>Start Date:</strong></th>
<th>As soon as possible</th>
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<tr>
<td><strong>Duration of Contract:</strong></td>
<td>Permanent</td>
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<td><strong>Probation Period:</strong></td>
<td>Six months</td>
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<td><strong>Gross Salary Range:</strong></td>
<td>Circa £37,000 per annum</td>
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| **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-base 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:** Financial Accountant  
**Reports to:** Financial Controller  
**Key working relationships:**  
- UK-based Finance team members  
- Overseas-based Finance team members  
- Staff across Fauna & Flora  

**Purpose:**  
To support the Financial Controller in producing timely and accurate financial reports, and to perform high quality sales ledger and fundraising income processing, contributing to the efficient performance of the financial accounting function in compliance with Fauna & Flora’s internal finance policies and procedures. This role will also play a key part in the continuing development and improvement of Fauna & Flora’s finance systems and procedures.
Main Duties:

Balance Sheet & Financial Accounting
- Working with the other Financial Accountant, complete and review the monthly balance sheet reconciliations for the UK in line with management account deadlines for review, including posting transactions as necessary
- Working with the other Financial Accountant, review income and expenditure accounts to ensure that transactions are being correctly coded within the accounting system
- Review income & expenditure along with balance sheet reconciliations of allocated country ledgers to ensure overseas financials are complete and accurate - provide guidance and liaise with in-country staff and Finance Business Partners as appropriate
- Maintain the Global Asset register - calculate, post and review monthly transactions and add/write off assets as per Fauna & Flora policies and procedures

Statutory Reporting, Audit, and Compliance
- Assist in the completion of the annual accounts for the consolidated entity, preparing key calculations and annual adjustments where required
- Support in the annual statutory audit procedure, preparing lead schedules and reports required, liaising with the auditors on fieldwork assignments, and providing key administrative support to ensure an effective and efficient engagement

Income
- Oversee the maintenance and completion of the UK sales ledger, ensuring transactions are posted, customer information is kept up-to-date and allocations are completed in accordance with agreement procedures and deadlines
- Ensure effective sales credit control, liaising with appropriate Fauna & Flora colleagues to ensure that outstanding invoices are received on time, and invoices are raised for unallocated receipts
- Ensure completion of all fundraising income aggregations and postings in line with agreed procedures, and oversee the completion of the fundraising income reconciliation – for Fauna & Flora UK and its subsidiaries - liaising with Fundraising department and Financial Controller to resolve any discrepancies.
- Assist the Financial Controller when working with the Fundraising department on new and continuing operations, ensuring that transactions are correctly reported in the accounts, relevant financial and tax regulations are adhered to, and that activities are completed in an administrative- and tax-efficient manner
- Support the Financial Controller on developing and monitoring financial key performance indicators (KPIs) for the Fundraising team, and assist in tracking return on investment (ROI) metrics

Banking & Treasury
- Assist in the oversight and completion of all UK bank and cash postings along with reconciliations of all bank and cash accounts on at least a monthly basis in line with agreed procedures and deadlines
- Assist in reviews of payment run approvals
• Work with other members of the finance team to complete regular short-term cashflow forecasts for the UK to ensure sufficient funds for ongoing activities, and assist in longer-term projections when necessary
• Assist in maintaining UK investment and treasury deposit accounts, initiating transfers to/from accounts where required, monitor account performance to ensure good returns, and allocate interest/dividends to the appropriate funds

VAT
• Conduct monthly review of all UK transactions to ensure VAT compliance in particular in relation to Reverse Charge VAT and partial recovery
• Assist in the preparation of quarterly VAT returns as per submission deadlines and complete business/non-business & partial exemption calculations for review by the Financial Controller
• Keep up-to-date with VAT legislation, guidance, and judgements as relevant to the charities sector, such as charity input zero-ratings, and provide internal guidance to conduct activities in a tax-efficient manner

Subsidiary Accounting
• Ensure the completion of the FFI USA Inc accounting records, ensuring all transactions are posted and reconciled in line with agreed procedures and deadlines
• Prepare management accounts alongside monthly balance sheet and income & expenditure statement reconciliations for FFI USA Inc for review
• Assist with the FFI USA Inc statutory audit, completion of the FFI USA Inc financial statements, and completion of the IRS 990 form
• Assist with the continued development of FFI USA Inc, supporting the development of new policies, procedures, and processes as the entity grows in size and volume
• Ensure the completion of the FFI South Africa accounting records, and assist in the completion of the annual statutory accounts for the entity

Finance induction and training
• Work with the Financial Controller and other Financial Accountant to develop a standard Finance induction process, including training in Fauna & Flora’s systems, to be given to new staff as required
• With the other Financial Accountant, oversee the provision of Finance inductions, drawing in other members of the Finance team as required
• Support staff across Fauna & Flora in using FocalPoint, especially with purchase orders, invoice approvals, expenses and credit card transactions processing
• Provide ad hoc training and support on Fauna & Flora’s systems as required
• Working with the Financial Controller, ensure that guidance documents for Fauna & Flora’s financial accounting processes are kept up to date as well as creating new guidance as necessary

General Responsibilities
• In conjunction with the Financial Controller, assist in the ongoing development of Fauna & Flora’s finance systems and procedures, including testing, documentation and training as required
• Prepare and develop process notes to suit new and/or updated processes undertaken by the department, and support the development of finance training for non-Finance staff at Fauna & Flora
• In conjunction with other Finance Team members, ensure that the Finance section of Canopy is maintained and up-to-date
• Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the role and the business need. Provide cover for other members of the finance team when required

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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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Strong financial analysis skills, with emphasis on problem solving and critical thinking</td>
<td>• Experience of the Charity sector, preferably in an international organisation</td>
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<td>• Ability to perform independent research of technical financial guidance and document findings</td>
<td>• Experience of working in a multi-currency/international environment</td>
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<td>• Advanced Excel and proficient Outlook and Word</td>
<td>• Experience with Access Dimensions accounting software</td>
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<td>• Excellent communication and interpersonal skills</td>
<td>• Experience of external audits</td>
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<tr>
<td>• Excellent organisation, prioritisation and time management skills</td>
<td>• Meticulous attention to detail</td>
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<td>• Excellent spoken and written English</td>
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<th>Knowledge and experience</th>
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<td>• CCAB qualified or part qualified and actively studying</td>
<td>• Customer service focus</td>
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<td>• Good working knowledge of current UK GAAP and FRS 102</td>
<td>• Demonstrates Fauna &amp; Flora’s Values</td>
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<td>• Proven management reporting experience, including balance sheet reconciliations</td>
<td>• Ability to build positive personal and organisational relationships</td>
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<td>• Proven experience using accounting and financial reporting software</td>
<td>• Interest in and empathy with the mission of Fauna &amp; Flora</td>
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<td>• Experience with VAT, including reverse charge.</td>
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<td>• Experience in providing financial coaching/training</td>
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<th>Behavioural qualities</th>
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- Excellent team player, with the ability also to work well independently
- Flexible to respond to demands of operating across different cultures and time-zones

**Other**
- Ability to undertake international travel as required

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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 alex.moore@fauna-flora.org

Please mark your application ‘Financial Accountant’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is Sunday, 24 September 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