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## **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

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

## Americas and the Caribbean Team

Fauna & Flora has been working in the Caribbean by invitation on successful projects throughout the Lesser Antilles since the early 1990s, as well as further north in the Bahamas and Bermuda. Through the Global Trees Campaign and Conservation Leadership Programme we have also assisted conservation projects and practitioners in Cuba, Jamaica, Haiti and Trinidad & Tobago. During this time, we have saved more than a dozen species from extinction, restored 28 offshore islands by removing harmful alien species, trained over 500 nationals in environmental restoration and management, and helped establish some of the largest protected areas in this region.

Currently we work closely with local partners across more than a dozen projects in the Eastern Caribbean, specifically Anguilla, Antigua & Barbuda (including Redonda), Barbados, Dominica, Saint Lucia, and St Vincent & the Grenadines, all of which were instigated at local request. These encompass a variety of themes including climate change adaptation, endangered species and habitat recovery, sustainable financing for conservation, and preventing illegal wildlife trade. With an annual budget of over USD 1.5 million, and rising, the Caribbean programme sits within Fauna & Flora's Americas & Caribbean Regional Programme and it is an important part of Fauna & Flora's overarching and vibrant global conservation programme.

## The Opportunity

Embark on a meaningful journey with Fauna & Flora's Caribbean team as a Grants and Contracts Officer, spearheading our donor and project compliance efforts in our Combating Wildlife Trafficking Activity (CWTA) project and safeguarding biodiversity across the vibrant Caribbean region. This pivotal role offers you the chance to oversee grants management, ensuring adherence to policies and donor requirements while collaborating closely with colleagues and partners to drive impactful change.

As part of our innovative and dynamic team, you'll play a vital role in shaping the future of conservation in the region by working with our partners to ensure they have the resources and knowledge to meet donor and project priorities. Fauna & Flora prioritizes working with local organizations to support their ongoing successes at conserving wildlife in the Caribbean region. Your contributions will not only directly combat illegal wildlife trade but also pave the way for the development of future conservation initiatives and help nurture the next generation of conservation practitioners in the region. Join us in our ground-breaking mission to protect and preserve nature, making a tangible difference in the world while advancing your career in a supportive and inspiring environment. Let's save nature together and create a lasting legacy in the Caribbean for generations to come.

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Three year, fixed-term contract
<b>Probation Period:</b>	Three months
<b>Gross Salary Range:</b>	USD 30,190 – USD 31,775 per annum
<b>Location:</b>	Antigua and Barbuda
<b>Benefits:</b>	20 working days' annual leave entitlement plus Public/Bank holidays.  For international appointments, expatriate benefits will apply.
<b>Hours of Work:</b>	This is a full-time position, working 40 hours per week, Monday to Friday inclusive.

## Job Description

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

### **Purpose:**

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 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
- Work with project staff to ensure project delivery compliance with all obligations within the terms of the grant agreements, and in accordance with Fauna & Flora policies and procedures
- 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 grey areas with the funder
- Manage and maintain appropriate project records and documentation (e.g., financial documents, procurements, SOPs) to demonstrate compliance with grant agreements and donor templates.
- Cultivate and maintain strong collaborative and working relationships with program staff, funders, and sub awardees
- Provide technical assistance to programme staff and sub-granted partners on matters related to grants/contracts management
- Provide regular support to project partners in line with the requirements of the donor to build capacity of local organisations and ensure smooth and simple grant compliance and reporting by partners
- 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

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent budgeting and numeracy skills</li> <li>• Excellent financial analysis skills</li> <li>• Competency in Microsoft Office programmes and Microsoft Excel (intermediate level)</li> <li>• Problem-solving and critical thinking</li> <li>• Organisation, prioritisation and time management skills</li> <li>• Meticulous attention to detail</li> <li>• Excellent spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in using pivot tables and other advanced level Excel skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Substantial grant and contract funding experience</li> <li>• Experience of grant management and compliance requirements of statutory donors including USAID</li> <li>• Proven experience using accounting and financial reporting software</li> <li>• Experience of communicating financial information to non-finance staff</li> <li>• Experience of working in a multi-currency/ international environment</li> <li>• Experience of developing and tracking complex budgets</li> <li>• Experience in generating detailed, accurate financial reports</li> <li>• Experience in managing invoices, purchase orders and other payments</li> <li>• Knowledge of principles and practices of public and contract administration and contractual agreements</li> </ul>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in finance and/or accounting</li> <li>• Familiarity with 2 CFR Part 200, FAR, and other grant and contract regulations</li> <li>• Experience of the Charity/INGO sector</li> <li>• Experience interacting with and maintaining relationships with funders</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to organisational and legal compliance and to responsible management of donor funds</li> <li>• Commitment to Fauna &amp; Flora's mission and values</li> <li>• Ability to deal with challenges in a pragmatic way</li> <li>• Builds positive personal and organisational relationships</li> <li>• Shows cultural awareness and sensitivity</li> <li>• Excellent team player, with the ability also to work well under own initiative</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 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 Marisa Victor, Finance and Administration Officer on [marisa.victor@fauna-flora.org](mailto:marisa.victor@fauna-flora.org).

Please mark your application '**Grants and Contracts Officer, Caribbean**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday 5 May 2024**.

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.

Don't meet every requirement? Studies have shown that women, communities of colour and historically underrepresented talent are less likely to apply to jobs unless they meet every single qualification. At Fauna & Flora we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we strongly encourage you to apply. You may be just the right candidate for this or other roles!

# 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 Bethan New, People Officer, International on: [bethan.new@fauna-flora.org](mailto:bethan.new@fauna-flora.org).

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