



## Finance Assistant

“In the past century FFI 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,  
FFI Vice-president

# Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## The Opportunity

FFI is seeking a Finance Assistant to help ensure that our day-to-day transactional processing runs smoothly. You will work closely with our UK-based Finance Team members to contribute to the efficient and effective performance of the FFI financial accounting function.

You will have proven experience in a similar role, be at ease working with financial accounting software, and be experienced in purchase ledger transactions and processing pay runs. Excellent numeracy skills, a strong attention to detail and a diligent and rigorous approach to work are essential. Experience of processing large volumes of data would be an advantage.

Your strong interpersonal skills and customer focus will enable you to build effective working relationships. You will be a good team player and enjoy working in a busy environment, with the ability to balance competing demands. With a proactive approach to your work, you will seek to add value and have opportunity to contribute your skills and expertise to FFI's growth and development.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

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 range:</b>	£22,000 – £24,000 (dependent on skills and experience)
<b>Location:</b>	Fauna & Flora International, Cambridge

**Benefits:** 25 working days' annual holiday entitlement pro rata plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed

For employees on UK-based contracts, FFI 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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

## Job Description

**Job Title:** Finance Assistant

**Reporting to:** Financial Controller

**Line manages:** N/A

**Key Relationships:** UK-based Finance Team members

### **Purpose:**

- To perform high quality purchase ledger transactional processing to contribute to the efficient and effective performance of the FFI financial accounting function in compliance with FFI's internal finance policies and procedures

### **Specific Duties:**

#### **Purchase Ledger**

- Review, approve and process purchase orders
- Process purchase invoices
- Reconcile supplier statements
- Review and process staff expenses and credit cards, following up on outstanding balances where necessary
- Ensure compliance with FFI's internal policies and procedures, advising staff on action required to meet compliance

#### **Processing payments**

- Process weekly UK and international payment runs
- Process transfers and payments against business need
- Process requests for cash advances and return of cash
- Ensure timely and accurate posting of relevant transactions

### General

- Monitor the accounts email in-box and physical in-tray
- Reconcile petty cash on a monthly basis
- Maintain direct debit and standing order information as appropriate
- Maintain filing and archiving requirements related to the Finance function
- Update exchange rates in the financial accounting system
- Provide input as needed into the implementation of new systems and procedures
- Support staff on internal finance processes relating to purchase ledger
- Provide support for grant and statutory audits
- Provide timesheet processing cover when necessary
- Perform Finance Team administration duties as required
- Respond to general queries and undertake ad hoc tasks

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent numeracy skills</li><li>• Good organisational and time management skills</li><li>• Good prioritisation skills, with ability to balance competing demands</li><li>• Critical checking skills</li><li>• Strong interpersonal and customer service skills</li><li>• Good verbal and written communication skills</li><li>• Intermediate Microsoft Excel</li><li>• Proficient Microsoft Outlook and Word</li><li>• Fluency in English</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• AAT part-qualified, CCAB part-qualified or equivalent</li><li>• Good demonstrable experience in a similar role</li><li>• Experience in purchase ledgers</li><li>• Experience in processing pay runs</li><li>• Experience of working with financial accounting software</li><li>• Experience of working in a multi-currency environment</li><li>• Experience of working to deadlines</li></ul>	<ul style="list-style-type: none"><li>• Experience of Access financial software</li><li>• Experience of working in an international organisation</li><li>• Experience of the Charity sector</li></ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"><li>• Strong commitment to organisational compliance</li><li>• Demonstrates rigor, diligence and meticulous attention to detail in approach to work</li></ul>	<ul style="list-style-type: none"><li>• Interest in and empathy with the mission and values of FFI</li></ul>

	<ul style="list-style-type: none"> <li>• Customer service focus</li> <li>• Demonstrates proactive approach to work</li> <li>• Comfortable working under own initiative and managing tasks with autonomy</li> <li>• Builds positive organisational relationships</li> <li>• Good team player</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> </ul>	

## How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to Hristina Naneva at:

[hristina.naneva@fauna-flora.org](mailto:hristina.naneva@fauna-flora.org)

Please mark your application '**Finance Assistant**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 17 February 2019**.

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

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

FFI values diversity and is committed to equality of opportunity