



Programme Finance Officer, Asia Pacific

“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.

Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Yangon and Hanoi. Around 120 projects are being implemented in the region by a team of approximately 400 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 7 million.

The Opportunity

FFI is seeking a Programme Finance Officer to support the Finance Business Partner and Asia Pacific Programme staff in maintaining effective financial management of our projects and operations and in ensuring smooth financial operations on a day-to-day basis.

Ideally, you should be AAT qualified, CCAB part-qualified or equivalent and as a member of FFI's UK-based Finance Team, you will be working closely with Asia Pacific staff throughout the region.

Your strong budgeting and financial analysis skills will enable you to support the Finance Business Partner in solving finance problems and ensuring up to date and accurate financial reports. You will have proven experience communicating financial information to non-finance staff, and your excellent interpersonal skills will enable you to build strong organisational relationships. An understanding of compliance issues is essential and an understanding of statutory funding would be an advantage.

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

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary range:	£24,000 - £26,000 (dependent on skills and experience)
Location:	Fauna & Flora International, Cambridge with business travel to the Asia Pacific region as required
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:	Programme Finance Officer, Asia Pacific
Reports to:	Finance Business Partner, Asia Pacific
Line Manages:	N/A
Key internal relationships:	Senior Director, Conservation Programmes Director of Operations, Asia Pacific Regional Finance Manager, Asia Pacific Project and Finance staff within the Asia Pacific Programme UK Finance Team

General Responsibilities

- Ensure the timeliness, quality and effectiveness of a wide range of financial and administrative processes to assist with project planning, development and implementation
- Support the Finance Business Partner, Asia Pacific, in providing high quality financial analysis and monitoring across the regional portfolio of projects.
- Provide a comprehensive and efficient administration service to the Asia Pacific Programme

Specific Responsibilities

- Support the Finance Business Partner to ensure regional compliance with finance policies and procedures
- Support regional staff in the implementation and use of finance systems
- Update and maintain finance and administration systems as required, to ensure accurate financial management and reporting
- Provide finance-related support to regional and project staff on project development, implementation and management, ranging from tracking expenditure against budget to supporting procurement and compliance with funder requirements
- Develop and maintain an effective information management and storage system for the Asia Pacific Programme on MyFFI (internal intranet), to include all relevant documentation from initial project concept to final project reporting
- Act as the MyFFI site manager for Asia Pacific
- Provide finance-related and administrative support for funding applications, including recording and tracking live applications
- Assist the Finance Business Partner in annual institutional budgeting, quarterly forecasting and monthly reporting as required
- Support the Finance Business Partner in the review of initial project budgets, to ensure appropriate costing and recovery
- Conduct regular analysis of Asia Pacific project performance, working with regional finance staff in resolving financial performance issues and escalating issues to the Finance Business Partner when required
- Support the finance and administration processes related to statutory-funded projects, including conducting compliance checks for the Finance Business Partner and supporting grant audits
- Support the recruitment of staff and engagement of consultants as required, in close consultation with the Finance Business Partner and HR management as appropriate
- Maintain programmatic documentation such as team organograms, contact details and email distribution lists
- Act as focal point for the Asia Pacific Programme, carrying out ad-hoc administrative tasks as required, directing internal and external enquiries as appropriate and facilitating information flow throughout the Asia Pacific Programme
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position

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

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent budgeting and numeracy skills • Strong financial analysis skills, with emphasis on problem solving and critical thinking • Advanced Excel and proficient Outlook and Word • Excellent communication and interpersonal skills • Problem-solving and critical thinking • Excellent organisation, prioritisation and time management skills • Meticulous attention to detail • Excellent spoken and written English 	
Knowledge and experience	<ul style="list-style-type: none"> • Substantial experience in a similar role • Substantial experience using accounting and financial reporting software • Proven 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 • Understanding of issues relating to compliance 	<ul style="list-style-type: none"> • AAT qualified, CCAB part-qualified or equivalent • Experience of the Charity sector • Understanding of grant management requirements of statutory donors, e.g. EU and USAID • Experience interacting with and maintaining relationships with funders
Behavioural qualities	<ul style="list-style-type: none"> • Customer service focus • Builds positive personal and institutional relationships • Ability to work independently, comfortable managing multiple tasks with autonomy • Sensitivity to working across different cultures 	<ul style="list-style-type: none"> • Interest in and empathy with the mission and values of FFI
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK • Able to undertake occasional international travel 	

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 Matthew Shale at:

matthew.shale@fauna-flora.org

Please mark your application '**Programme Finance Officer, Asia Pacific**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Monday 29 April 2019**. Interviews for this position are likely to be held on **Thursday 2 and Friday 3 May 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.

FFI values diversity and is committed to equality of opportunity