



**FAUNA & FLORA**  
INTERNATIONAL

**Finance Assistant**

**Application Pack**

**“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**

**Innovative conservation since 1903**

## FAUNA & FLORA INTERNATIONAL

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

## THE OPPORTUNITY

FFI is seeking a Finance Assistant who will help to ensure that the day-to-day transactional processing of the organisation runs smoothly. This is a six-month fixed-term position, with full-time and part-time working considered (minimum 22.5 hours per week) and with the potential to extend the position subject to business need and funding availability. The post holder will work closely with UK-based Finance Team members to contribute to the efficient and effective performance of the FFI financial accounting function.

This important role will require high attention to detail and strong communication skills, with proven experience in similar roles being essential. You must be comfortable working to deadlines and experience of processing large volumes of data would be an advantage. You should also be comfortable working as part of a team.

## TERMS AND CONDITIONS

<b>Start Date:</b>	As soon as possible
<b>Contract Type:</b>	Six-month fixed-term contract, with potential to extend subject to business need and funding availability
<b>Probationary Period:</b>	Three months
<b>Salary Range:</b>	£22,000 – £24,000 (pro rata for part-time position)
<b>Location:</b>	Fauna & Flora International, Cambridge, UK
<b>Benefits:</b>	<p>25 working days annual leave entitlement plus Public/Bank Holidays and any normal working days that fall between 24<sup>th</sup> December and 31<sup>st</sup> December inclusive, during which time FFI UK offices are closed. (Annual leave entitlement and Public/Bank Holidays will be calculated on a pro rata basis for part-time employees.)</p> <p>FFI currently provides a pension contribution of 2% of salary after 3 months' continuous employment, rising to 8% of salary after the completion of 6 months' continuous employment, or following completion of probationary period, whichever is the later.</p> <p>FFI also provides Group Life insurance, currently set at a benefit of 4 x basic salary.</p>

**Hours of Work:** Full-time or part-time working hours (minimum of 22.5 hours per week) will be considered.

Full-time working hours are Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

## **JOB DESCRIPTION**

**Job Title:** Finance Assistant

**Reporting to:** Head of Finance

**Line manages:** Not applicable

**Key internal relationships:** UK based Finance Team members  
Programme Team Administrators

### **Purpose of the role**

To perform high quality sales and purchase ledger transactional processing that will contribute to the efficient and effective performance of the FFI financial accounting function.

### **Specific Responsibilities**

- Processing and monitoring purchase orders
- Processing purchase invoices
- Reconciling supplier statements
- Reviewing and processing staff expenses and credit cards, following up on outstanding balances where necessary
- Processing UK and international payment runs
- Dealing with requests for cash advances
- Maintaining direct debit and standing order information as appropriate
- Raising sales invoices
- Processing daily income from the Fundraising Team

### **General Responsibilities**

- Maintaining filing and archiving requirements related to the Finance function
- Updating exchange rates in the financial accounting system
- Providing input as needed into the implementation of new systems and procedures
- Providing staff training on processes relating to purchase and sales ledgers
- Providing support for grant and statutory audits
- Providing timesheet processing cover when necessary
- Performing Finance Team administration duties when required
- Responding to general queries and undertaking 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

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Comfortable managing tasks with autonomy</li> <li>• Good verbal and written communication skills</li> <li>• Good at prioritising workloads</li> </ul>	<ul style="list-style-type: none"> <li>• AAT part-qualified, CCAB part-qualified or equivalent</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of purchase and/or sales ledgers</li> <li>• Minimum of 2 years' experience in similar roles</li> <li>• Experience of working in a multi-currency environment</li> <li>• Experience of working with financial accounting software</li> <li>• Experience of working to deadlines</li> <li>• Intermediate Microsoft Excel experience, and proficient at using Microsoft Outlook and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a global organisation and with different cultures</li> <li>• Experience of the Charity sector</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Highly organised and able to work under own initiative</li> <li>• Demonstrates rigor, diligence and attention to detail in approach</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and empathy with the mission and values of FFI</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> </ul>	

## APPLICATION PROCESS

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 either electronically to [alison.cowan@fauna-flora.org](mailto:alison.cowan@fauna-flora.org) or by post to: Alison Cowan, Head of Finance, Fauna & Flora International, The David Attenborough Building, Pembroke Street, Cambridge, CB2 3QZ.

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

The closing date for applications is **Monday 20 June 2016**.

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 Kathie Alban, HR Manager, FFI, on Tel: +44 (0)1223 749046 or Email: [kathie.alban@fauna-flora.org](mailto:kathie.alban@fauna-flora.org).

**FFI values diversity and is committed to equality of opportunity**