

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<i>CEPF Guinean RIT Finance Officer</i>
<b>DIVISION/DEPARTMENT:</b>	<i>Africa Partnership Secretariat</i>
<b>LOCATION:</b>	<i>Accra-Ghana</i>

**1. OVERALL PURPOSE OF JOB**

To provide financial management and administrative support towards the successful implementation of the Critical Ecosystem Partnership Fund (CEPF)'s *Guinean Forest of West Africa Biodiversity Hotspot* Regional Implementation Team (*GUINEAN FOREST RIT*).

**2. WORK RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Finance and Administration Manager
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
<ul style="list-style-type: none"> <li>• none</li> </ul>
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> <li>• Accra, Ghana: RIT Team Leader, Finance and Administration Manager and Small Grants Manager;</li> <li>• Cambridge, UK: Finance and Administration Department –coordination related to project administration, contracting and financing</li> </ul>
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i>
IUCN-Programme for West and Central Africa (IUCN PACO)

**2 (a). KEY WORKING RELATIONSHIPS GRID**

*In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife's reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (eg verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors).*

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations )	1
BirdLife Global Council	0		1	Individual donors/ members	1

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		Regulators/ legislators/ auditors			
Suppliers/service providers	1	Scientific community	1	VIPs/ royalty/ high worth individuals	0
<p><b>Level of Contact</b>            1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.            2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.            3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

**3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

By main work area:
<p><b>Support financial management and successful implementation of the RIT</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all project implementers produce detailed annual project budgets and reports/accounts</li> <li>▪ Support/facilitate the purchase of project equipment</li> <li>▪ Support the organisation of project events (launches, meetings, workshops, training programmes etc)</li> <li>▪ Implement all agreed project administrative procedures</li> <li>▪ Implement all agreed project finance management procedures (to comply with both BirdLife and CEPF requirements)</li> <li>▪ Prepare financial project reports to CEPF, with support from the GUINEAN FOREST RIT Team Leader, Small Grants Manager and the BirdLife Finance/Admin Manager</li> <li>▪ Support the calls for proposals, processing and reviews of small grants (esp disbursements and financial reports) in relation to CEPF finance and administrative procedures</li> <li>▪ Support contracting and disbursement of small grants</li> <li>▪ Support the review of grantees' financial reports (with GUINEAN FOREST RIT Team Leader and Small Grants Manager)</li> </ul> <p><b>OTHER ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Support the capture of project transactions within the BirdLife Financial management systems and ensure effective filing of evidence.</li> <li>• Support preparation of financial information and availing of materials for BirdLife and project specific audits</li> <li>• Preparation and provision of timely financial accounts to the Finance and Administration Manager in Accra.</li> <li>• Process payments and undertake reconciliations and ensure salaries and other payments are done on time.</li> <li>• Contribute to the preparation of quarterly budgets for cash flow requests</li> </ul>

**4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None

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<b>Contracts – Staff/Consultants</b>	None
<b>Contracts – Service providers</b>	None
<b>Legal Responsibility</b>	None
<b>Other</b>	<i>n.a.</i>

**5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Basic university degree in commerce or finance;
<b>Job Specific Education/Qualification</b>	CPA level 3 or higher
<b>Job Specific Knowledge</b>	In-depth experience with Excel spreadsheets
<b>Experience</b>	Proven track record
<b>Management &amp; organisational skills</b>	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines. Team worker willing to train and coach grantees
<b>Communications skills</b>	Essential: Excellent written and oral communication skills
<b>Analytical Skills</b>	Essential: Ability to analyse complex problems, and generate creative and pragmatic solutions.
<b>Creativity &amp; Initiative</b>	Essential: Flexibility and ability to work independently
<b>Computer Literacy</b>	Essential: computer literacy in all standard Microsoft office applications – especially Excel
<b>Languages</b>	Essential: Oral and written fluency in English and knowledge of French
<b>Travel requirements</b>	Willingness to travel at short notice when required (e.g. for monitoring/training purposes)
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Thandiwe Chikomo	21/01/2016