

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Finance Business Partner
DIVISION/DEPARTMENT:	Finance / Operations

1. OVERALL PURPOSE OF JOB

To support financial operations of the Secretariat around the world to enable it to optimise its resource usage and safeguard its assets. Providing specific support for financial planning, fundraising, project finances, systems development and training.

The job holder will work closely with Divisions and Project Teams to ensure robust project and divisional finance.

Be at the table with the Divisional teams to support and challenge project proposals and project finances. Provide early warning of any financial risks and working with the project teams and divisions to mitigate these.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Division with dotted to Financial Planning Manager
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Provision of information, advice and guidance to Directors, Heads of Divisions and all staff with financial responsibilities both in UK office and international offices.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Provision of information, advice and guidance to Network staff (especially those involved in projects).

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators/ Auditors	2	Individual donors/ members	1
Suppliers/Service Providers	2	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Financial accounting monitoring and control</p> <p>Support in the preparation of monthly management accounting packs (at global and regional level)</p> <p>As part of the monthly management accounts process, provide input in respect of programmes and projects and identify actions needed.</p> <p>Ensure project and programme managers with budget responsibilities are supplied with accurate and timely financial information along with financial insight on risks and opportunities.</p> <p>Works with the Project Teams and Divisions to help provide mitigating actions for any financial risk.</p> <p>Support the development and compatibility of financial information systems in the UK and international locations.</p> <p>Support the Implementation and review financial systems and controls for international offices.</p> <p>Regulatory</p> <p>Support the Controller group in ensuring that financial and administrative affairs are carried out according to legal requirements.</p>

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Support the production of UK statutory accounts and assist with the UK audit process.

Support the audit process for some international offices, especially where project donors require project audits.

Ensure that reporting requirements to project donors are adhered to through planning, development and monitoring of project reporting systems.

Financial Planning & Development

Works with divisions to pull together project and divisional budgets to timetables set by the Financial Planning Manager.

Provide financial advice to fundraisers putting together project proposals, particularly in relation to large projects where funds are raised from institutional donors.

Support in improving financial understanding and awareness of staff members with budget responsibilities.

Assist the Financial Controller/ Financial Planning Manager to provide and improve financial and other performance information at an organisational level.

Provide appropriate training and mentoring in finance matters to Secretariat staff.

Support the development and maintenance of appropriate financial policies and procedures across the organisation's decentralised operations to adequately manage financial risks.

Assist the Financial Controller/ Financial Planning Manager in ensuring global financial and budgetary information meets the needs for internal effectiveness, and external compliance for BirdLife as a UK registered charity and company, and for its international branches (including different legal entities).

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Provide cover for: Cheque signatory. Approval of payroll, VAT returns, Tax returns. Approval of project budgets.
Contracts – Funders	Preparation of funder returns.
Contracts – Staff/Consultants	N/A
Contracts – Service providers	N/A
Legal Responsibility	N/A
Other	

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	Handling of confidential information
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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to degree level or equivalent experience.
Job Specific Education/Qualification	Qualified accountant (ACA, CIMA, ACCA) desirable.
Job Specific Knowledge	Knowledge of UK company, taxation and charities legislation.
Experience	Significant track record of business, financial or other relevant administrative experience.
Management & organisational skills	Good administrative and organisational skills, including prioritisation and working to deadlines.
Communications skills	Good communication skills, including an aptitude for dealing with staff diplomatically on all levels and of different cultures.
Creativity & Initiative	Creativity and initiative for finding variety of approaches to solve problems.
Computer Literacy	Good computer literacy including word processing, email, databases with higher expertise in spreadsheets.
Languages	Foreign language skills an advantage.
Travel requirements	Willingness to travel abroad – up to 4 weeks per year may be required.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
A flexible approach to changing work priorities. A self-starter, capable of delivering independently as well as part of a team.	

Prepared by:	Date:
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