

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Finance Assistant
DIVISION/DEPARTMENT:	European and Central Asia, Finance & Administration

1. OVERALL PURPOSE OF JOB

Supporting the Administration & Finance team, the Finance Assistant is responsible with assisting the Finance Business Partner, Europe with the maintenance of the finances, accounting, administrative and statutory records

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Finance Business Partner, Europe
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
May involve supervision/line management responsibility over more junior members of the finance team.
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Provision of information to Project staff in the Europe office. Working with the external accountant

3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	1	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	1	Regulators/ legislators/ auditors	2	Individual donors/ members	1
Suppliers/service providers	2	Scientific community	1	VIPs/ royalty/ high worth individuals	1
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". 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.					

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4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<ol style="list-style-type: none"> 1. Everyday accounting data entry bookkeeping, sales and purchase ledger, encoding invoices, journal entries, accruals, prepayments. 2. Carrying out bank payments and reconciliations, updating cash management, staff expenses, verification of incoming payments, financial excerpts, operating the accounting system, reconcile inter branch monthly, ensure that all staff advances and credit cards are reported and corrected monthly; 3. Other ad-hoc duties as required.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	Provision of information to project coordinators for funder returns.
Contracts – Staff/Consultants	N/A
Contracts – Service providers	N/A
Legal Responsibility	N/A
Other	Handling of confidential information

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Good general education
Job Specific Education/Qualification	Background in business or business related field such as business administration, finance or accounting
Job Specific Knowledge	Experience working with Winbooks general accounting and analytics system. Ability to run and process reports in Winbooks Good knowledge of Belgian and EU financial regulations;
Experience	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. Good interpersonal, networking and team working skills with the ability to collaborate;
Creativity & Initiative	Creativity and initiative for finding variety of approaches to solve problems.

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	Accuracy and ability to work in an independent way;
Computer Literacy	Good computer literacy including word processing, email, databases with higher expertise in spreadsheets.
Languages	English and French are essential
Travel requirements	Willingness to travel to the UK if required
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
A flexible approach to changing work priorities. A self-starter, capable of delivering in isolation as well as part of a team. An interest in conservation and the protection of our natural environment.	

Prepared by:	Date:
Helen Bull	June 2020