

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Finance Officer
DIVISION/DEPARTMENT:	Finance / Operations

1. OVERALL PURPOSE OF JOB

Maintenance of the appropriate financial transaction recording and processing within BirdLife to facilitate timely, effective and efficient management of the organisation's financial resources. Be willing to provide cover for other members of the finance team when needed.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Financial Controller
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Provision of information to all levels of BirdLife staff both in the UK and overseas.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Provision of information to all BirdLife Partner's staff (particularly financial staff).

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	1
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
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.					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
Maintain the creditors' ledger, debtors' ledger, general ledger and cash books so that they are accurate and up to date.
To perform month end procedures such as bank reconciliations and monthly review and maintenance of the Balance Sheet.
Administer company credit cards, and ensure staff account for all expenditure on a timely basis.

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Also responsible for scrutinising expenditure and raising any concerns to Finance Business Partner/Financial Controller.

Maintain financial systems to ensure that every transaction has appropriate authorised supporting documentation.

Ensure that all cash is maintained and monitored and, where advances are given, that these are accounted for within the prescribed time following the return of the person to whom the advance was made.

Prepare VAT returns for review by Financial Controller and Finance Business Partner.

Work with fundraising staff to prepare Gift Aid returns.

Maintain Fixed Asset Register.

Assist with journal and other processing.

Ensure filing is kept up to date.

Carry out archiving of financial documentation.

Assist finance team with ad hoc exercises.

Assist with audit preparation.

Work closely with all members of staff to assist with their information needs.

Ensure confirmation of receipt is obtained for each grant payment.

Prepare monthly management accounts pack to distribute to heads and divisions.

Provide cover for other Finance Officers when required.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Preparation of payments and cheques.
Contracts – Funders	
Contracts – Staff/Consultants	
Contracts – Service providers	
Legal Responsibility	
Other	Handling confidential information.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	A Level or equivalent secondary education.
Job Specific Education/Qualification	Financial literacy, Accounting Technician qualifications an advantage.
Job Specific Knowledge	Good attention to detail, and discretion with sensitive information. Ability to work to deadlines and to organise work in a logical manner. Good basic understanding of UK tax, especially VAT and

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	payroll taxes.
Experience	Proven track record of accounting/bookkeeping experience.
Management & organisational skills	Good organisational and administrative skills. Ability to work to deadlines and to prioritise and organise work in a logical manner to ensure capture of all financial data on to financial recording systems.
Communications skills	Good communication skills and the ability to work well with people from a wide variety of backgrounds.
Creativity & Initiative	Adaptable to using varied and changing approaches to solve problems.
Computer Literacy	Computer literate, with good working knowledge of Microsoft Excel and Word.
Languages	Not required
Travel requirements	Occasional travel overseas
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
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