

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Finance Officer</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Finance / Operations</b>

**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**

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

**3. KEY WORKING RELATIONSHIPS**

<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 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 so that they are accurate and up to date.

Monitor banks and assist the Financial Controller with cashflow forecasting.

Download the bank transactions and input on accounting system. Working with Fundraising team to ensure correct coding is used.

Assist with ERP implementation work and maintenance of the ERP system.

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<p>Responsible for scrutinising expenditure and raising any concerns to Finance Business Partner/Financial Controller.</p> <p>Maintain financial systems to ensure that every transaction has appropriate authorised supporting documentation.</p> <p>Assist with journal and other processing.</p> <p>Ensure filing is kept up to date.</p> <p>Carry out archiving of financial documentation.</p> <p>Assist Finance Team with ad hoc exercises.</p> <p>Assist with audit preparation.</p> <p>Work closely with all members of staff to assist with their information needs.</p> <p>Assist with processing payments on a weekly basis and ensure confirmation of receipt is obtained for each grant payment.</p> <p>Provide cover for other Finance Officers when required.</p>
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**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

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

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	A Level or equivalent secondary education.
<b>Job Specific Education/Qualification</b>	Accounting qualifications or working towards gaining one will be an advantage.
<b>Job Specific Knowledge</b>	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
<b>Experience</b>	Proven track record of accounting/bookkeeping experience.
<b>Management &amp; organisational skills</b>	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.
<b>Communications skills</b>	Good communication skills and the ability to work well with people from a wide variety of backgrounds.
<b>Creativity &amp; Initiative</b>	Adaptable to using varied and changing approaches to solve problems.
<b>Computer Literacy</b>	Computer literate, with good working knowledge of Microsoft Excel and Word.

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<b>Languages</b>	Not required
<b>Travel requirements</b>	Occasional travel overseas
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Rixon Zvauya	December 2020