

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Project Finance Manager– MAVA projects
DIVISION/DEPARTMENT:	Finance and Administration

1. OVERALL PURPOSE OF JOB

The role will work solely on coordinating all the Finance and Administration tasks needed by all MAVA funded projects implemented by BirdLife International. It will be a key component of the MAVA Coordination Team and will act as a focal point for ensuring smooth cooperation across the different teams and divisions, ensuring that BirdLife has a holistic view of overall financials, risks and mitigations. The role will also align processes to enable more efficient and better decision-making and will be key in supporting reporting within the MAVA Coordination Group, to the MAVA Foundation, Global and Regional Management teams and other interested stakeholders.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Finance
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Finance Officers in regional and global offices involved in implementing MAVA-funded projects; Project Managers responsible for MAVA-funded projects, BirdLife International MAVA Coordination Team Head of Institutional Giving High level Coordination team overseeing implementation of the portfolio of projects funded by the MAVA Foundation BirdLife Management Team
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	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
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.					

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4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>1. Project monitoring and implementation</p> <ul style="list-style-type: none"> • Co-ordinates and consolidates financial and administrative information across all MAVA funded project teams globally. • Ensures alignment on Financial process and ensures financial discipline across the various projects. • Works with Project Managers and Finance teams to ensure timeliness and accuracy of reporting of all MAVA funded projects. • Ensures that key Stakeholders within BirdLife and the MAVA foundation have simple, timely and accurate reports detailing progress to date, highlighting risks and opportunities plus mitigations in place to manage the project to the desired financial outcome. Promotes a ‘no surprises’ culture. • Drives strong a Financial Management approach into MAVA finances along with a robust Risk management and mitigation approach. includes <ul style="list-style-type: none"> ○ Establishing and owning the overall MAVA budgeting and reforecasting processes and instilling process discipline at the Project level ○ Adding financial support to local finance and project teams where required ○ Ensures timely monthly reporting of actuals vs budget vs latest forecast at the Project and at the Consolidated level. ○ Management commentary to bring the results to life, highlight issues and potential mitigations • Acts as the focal point from the Finance and Administration Department in BirdLife International MAVA Coordination Team. <p>2. Project development</p> <ul style="list-style-type: none"> • Provides robust financial support to the development of new MAVA Project proposals from ideation through to initiation. • Holds a ‘seat at the table’ to ensure the MAVA teams get pro-active and robust financial support from inception. • Acts as a challenger to ensure that any proposal has a solid and de-risked financial outlook.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Produces the consolidated Financial view of MAVA Project Finances working closely with local finance business partners and Project Managers. Instils budget process planning and management discipline through from decision makers to Project managers. Ensures that there is one version of the ‘budget’ truth.
Contracts – Funders	
Contracts – Staff/Consultants	
Contracts – Service providers	
Legal Responsibility	
Other	Handling of confidential information

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to degree level or equivalent
Job Specific Education/Qualification	Qualified accountant (ACA, CIMA, ACCA) with relevant post-qualification experience

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Job Specific Knowledge	Financial Management and Risk Mitigation
Experience	Experience in Managing Project Finances and Processes
Management & organisational skills	<ul style="list-style-type: none"> • Good administrative and organisational skills, including prioritisation, working to deadlines, attention to detail and accuracy • A robust attitude to Financial risk and how we identify and manage it • Hands-on experience with technical documentation, reporting and schedules • Managing conflicting priorities • Good influencing and impact to ensure that team deliverables are accurately met on a timely basis
Communications skills	<p>Good communication skills, including an aptitude for dealing with staff diplomatically on all levels and of different cultures</p> <p>Strong team work and interpersonal skills</p> <p>Adaptability and flexibility</p>
Creativity & Initiative	Creativity and initiative for finding variety of approaches to solve problems
Computer Literacy	Excellent command of the Microsoft Office suite. Especially proficiency in Excel and Power Point to deliver detailed financial information simply to a non-financial audience
Languages	Proficiency in (verbal/written) English, proficiency in an additional major. EU language is an asset
Travel requirements	
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<p>A flexible approach to changing work priorities. A self-starter, capable of delivering in isolation as well as part of a team. Builds a strong network throughout the organisation to facilitate a strong support and visibility of MAVA projects.</p>	

Prepared by:	Date:
John Gregory	Jan 2019