

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Senior Financial Accountant</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Operations</b>

**1. OVERALL PURPOSE OF JOB**

<p>As part of the senior management of the Finance function:</p> <ul style="list-style-type: none"> <li>• Take a leading role in the management and development of the Finance Division in a growing and decentralised Secretariat with international branches and subsidiary entities.</li> <li>• Provide leadership and support in financial operations of the Secretariat around the world to enable it to optimise its resource usage and safeguard its assets.</li> <li>• Ensure that financial controls and information systems are in place, further developed, implemented and maintained which meet the needs of the organisation.</li> <li>• Promote a “one team” mentality across finance staff around the world.</li> </ul> <p><b><i>The primary focus for the job holder will be towards management of financial processes, accounting, reporting and compliance.</i></b> However, in a small team of Finance staff, individual focus areas need to change to adapt to circumstances and changing priorities. This will involve changeable work focus between different geographical areas, different types of work, and being willing and able to provide cover to colleagues.</p>
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**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Head of Finance
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Direct reports (2-4) from the UK finance staff. (Co-ordination, supervision and development of staff supported by Head of Finance) Support Head of Finance in the oversight of the regional finance staff.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
Involvement in advice and decision making with Management team, Heads of Divisions, Regional Offices and Country Programmes, Project Managers and other staff. Some engagement with Finance Committee and sub-committees.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
Provision of information, advice and guidance to Network staff, (especially involved in projects).

**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	2	Press & Media	1	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators/ Auditors	3	Individual donors/ members	1
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
<b>Level of Contact</b>					
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:

#### **Function/ Team Management**

Assume work coordination and management responsibilities over staff in the Finance Division and lead, supervise, motivate and appraise staff. (Supported by the Head of Finance)

Support Head of Finance and Regional Directors to develop and manage a decentralised international team of Finance staff.

Work closely with and provide cover for the Head of Finance, Finance Development Manager, and other finance staff as required.

Provide ad-hoc support in finance matters to Secretariat staff.

#### **Financial management, reporting and compliance**

Take lead coordination role in the monitoring of the annual budget and the provision of regular finance information to department/divisional managers and the management team.

Working with Head, and senior finance staff 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).

Take a leading role working with Head of Finance in ensuring financial reporting and audit requirements for UK Charity, Company and Tax authorities are met, together with supporting Regional Directors and their staff meeting such local compliance requirements for their international offices. [Specifically the UK annual audit process and the preparation of the statutory accounts].

Work with Head and senior finance staff to ensure that the overall financial information systems retain their integrity and are developed to meet the needs of the organisation.

Ensure maintenance of adequate and proper records for all financial transactions of the organisation, including keeping appropriate donor records and ensure acknowledgement of donations.

Manage and develop operational funds of the BirdLife Secretariat, to ensure sufficient liquidity and optimise usage across all locations.

Support as appropriate, the oversight of BirdLife investments and reserves in reference to agreed policies, and liaise as appropriate with professional investment managers.

Take control of variable analysis, reporting on variances, cost and volumes.

Reporting on variance analysis and making recommendations at a regional and departmental level.

Maintain effective working relationships with professional advisers such as auditors and banks.

Contribute to the provision and co-ordination of appropriate administrative support to project managers at the Secretariat and in field locations, especially in relation to legal aspects (contracts), finance management, finance reporting to donors and the procurement of capital equipment.

#### **Financial planning and development**

Work together with the Head of Finance and Financial Development Manager to manage, co-ordinate and improve the Secretariat annual budget and financial planning process.

Work together with the Head of Finance and other finance staff to provide and improve financial and other performance information at an organisational level.

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<p>Work together with the Head of Finance and other finance staff to develop and maintain appropriate financial policies and procedures across the organisation's decentralised operations to adequately manage financial risks.</p> <p>Provide financial advice to project development staff in the preparation of project budgets and proposals, to increase effectiveness of fundraising efforts.</p> <p>Contribute to provision of appropriate training in finance matters to Secretariat staff.</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>	Some delegated authority (as agreed with Head of Finance) over budget of Finance Division. Bank signatory, decisions over transfer of funds. Key role in development and control of Secretariat budget
<b>Contracts – Funders</b>	Approval of project budgets and financial reports to funders.
<b>Contracts – Staff/Consultants</b>	
<b>Contracts – Service providers</b>	
<b>Legal Responsibility</b>	Approval of various tax returns.
<b>Other</b>	

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	University degree level higher education.
<b>Job Specific Education/Qualification</b>	Fully qualified professional accountant (ACA, ACCA, CIMA).
<b>Job Specific Knowledge</b>	Sound understanding of UK company, taxation, charity and employment legislation.
<b>Experience</b>	Proven relevant post qualification experience in business, finance and team management. Charity sector and audit experience both an advantage. Experience of complex funding contracts also of significant advantage.
<b>Management &amp; organisational skills</b>	Demonstrated staff management experience and leadership qualities. Good self motivation, common sense and judgement. Sound administrative and organisational skills, including prioritisation and working and managing staff to deadlines.
<b>Communications skills</b>	High levels of communications skills and an aptitude for dealing with staff diplomatically on all levels and of different cultures.
<b>Creativity &amp; Initiative</b>	Creativity and initiative for finding variety of approaches to solve problems.
<b>Computer Literacy</b>	Good computer literacy, including word processing, email, databases, with higher expertise in spreadsheets. Adaptable to technology change.
<b>Languages</b>	Foreign language skills, especially French or Spanish, an advantage.
<b>Travel requirements</b>	Willingness to travel abroad up to 6 weeks per annum.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<p>Sound commercial judgement and ability to assess financial risk.</p> <p>High level of analytical skills, and ability to translate and articulate complex situations in a simplified way.</p> <p>Ability to work well in a team, sharing work, and flexible to changing priorities.</p>	
<b>Prepared by:</b>	<b>Date:</b>
S Springbett / C Rand	September 2017