

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

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

**1. OVERALL PURPOSE OF JOB**

Preparation and entry of the appropriate financial transaction recording and processing within BirdLife to facilitate timely, effective and efficient management of the organisation's financial resources. Supporting the Finance Business Partners with Project Activity analysis and entry.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Financial Planning Manager
<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:

**Finance Business Partner support**  
 Supporting Finance Business Partners with  
 - Preparation of project budgets in the format required for Unit 4  
 - Data entry or upload into the Unit 4 accounting system, including forecasted positions to be hired  
 - Assistance with Project reporting from Unit 4  
 - Adhoc tasks

**Audit**  
 Assist with audit preparation for statutory and project audits

**Other**  
 Assist with journal and other processing.

Ensure filing is kept up to date.

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Carry out archiving of financial documentation.

Assist finance team with ad hoc exercises.

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

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

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	
<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>	Qualification at degree level 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.
<b>Experience</b>	Track record of financial and administrative 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 excellent working knowledge of Excel.
<b>Languages</b>	Not required
<b>Travel requirements</b>	None
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Helen Bull	January 2022