



FINANCE MANAGER, ROMANIA

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Eurasia Programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in four core areas: Central Asia, the Caucasus, Central and Eastern Europe and the Balkans and a number of islands in the Eastern Atlantic. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

The Opportunity

Under the supervision of the Country Manager, Romania, the Finance Manager, will ensure that the financial functions of FFI in Romania, are effective, transparent and legally appropriate to support FFI's programme of work, in conformity with National legislation, funder requirements, FFI norms and international best practice.

This role forms the point of contact for all financial matters for FFI's programme in Romania and where specified, with responsibility for maintaining proper financial accounts for the office in the centralised accounting system and for the generation of financial reports for budget holders and funders as the need arises.

As Finance Manager, you will have a minimum 5 years of experience in financial management, preferably in a similar sized international not-for-profit organisation and a strong understanding of relevant financial statutory and regulatory frameworks.

Excellent financial management skills are essential, as is the ability to work to multiple deadlines, a meticulous attention to detail and a rigorous and diligent approach to work.

Terms and Conditions

Start Date:	June 2021
Duration of Contract:	Permanent
Probation Period:	6 months
Salary:	Commensurate with experience
Location:	Flexible, but with the ability to travel to and spend a minimum of 2 days per month at Fauna & Flora International's office in Deva, Hunedoara, Romania
Hours of Work:	This is a full-time position, working 40 hours per week. Normal working hours are Monday to Friday from 8.00am to 5.00pm, with a one-hour lunch break

Job Description

Job Title:	Finance Manager
Reporting to:	Country Manager, Romania
Key Relationships:	Programme Manager Operations Manager, Romania Fund Managers (FFI Romania and FFI UK) Finance Business Partner, Eurasia (FFI UK) Programme Assistant, Eurasia (FFI UK) Accountant (Romania) Project Assistant (Romania)

Responsibilities:

Financial management and processing:

- With the support of the Country Manager (CM), Fund Managers (FM) and Finance Business Partner (FBP), deliver timely and accurate financial budgeting, monitoring and reporting in compliance with legislation and statutory, institutional, donor and funder regulations
- Support the financial input to funding and donor proposals and resulting contracts and grant agreements
- In consultation with Fund Managers, raise invoices to funders when fund conditions have been met and payment is due to FFI

- Supervise the accountant to submit statutory in-country returns, accounts and ensure timely submission of expenditure by team members and processing of expenditure by the accountant
- Review annual accounts and advise Country Manager and UK Finance on status of accounts for approval
- With the support of the Country Manager and Finance Business Partner, develop implement and monitor financial policies, procedures and guidelines for Country Programme offices that are fit for purpose and accord, to the extent possible, with institutional policies, procedures and guidelines
- Monitor procurement to ensure that it complies with internal policies and procedures and funder and donor requirements
- Assess partners' financial and administrative abilities, identifying capacity needs for successful financial management
- Provide ongoing training to and monitoring of partner and other associate organisations in the management of financial procedures to ensure transparency and accordance with FFI, statutory and funder requirements
- Support Fund Managers to ensure that the financial reports of the partners are properly prepared and submitted on time and ensure they match partner activity reports
- Manage Country auditing processes where appropriate and support Finance Team for international audits
- Ensure that all staff expense claims, cash advance requests and acquittals are processed in a timely manner and adhere to relevant FFI delegations of authority, processes, procedures and documentation.
- Supervise the processing of payroll and supervise any necessary related payments and local submissions to government to include all mandatory taxes such as PAYE, NSSF and other requirements under Romania laws
- Ensure all financial records are kept secure and organised by maintaining an efficient, robust, transparent filing system which is easily accessible for internal or external inspection and scrutiny (for example during audits)
- Manage and maintain a professional relationship with banks and be responsible for resolving bank related issues and keeping signatories up to date as instructed
- Support the periodical planning and budgeting process in accordance with instructions issued by FFI
- Submit invoices and internal transfer requests in a timely manner to maintain appropriate cashflow at all times.
- Carry out regular financial analysis on funds available and organisational costs to highlight potential funding gaps
- Escalate any financial compliance issues to the relevant line management

Legal Compliance:

- Remain up to date with statutory and regulatory frameworks relevant to financial operations in Romania, ensuring FFI's compliance.
- Ensure that FFI employment, consultancy and service contracts are financially compliant with labour, social security, tax and other mandatory laws and regulations
- Support the Operations Manager to secure registrations, permits, letters of authority etc. necessary for the presence of FFI, the implementation of FFI operations and the employment of staff
- Support the Operations Manager to secure insurances necessary for the implementation of FFI operations and the employment of staff are in place

- Maintain effective working relationships with financial government agencies, engaging and consulting with them as appropriate and submitting documentation, notifications etc. as required by legislation
- Act to minimise organisational risk and liability

Other duties:

- Complete and submit a timesheet each month in a timely manner
- Answer queries from other FFI offices (UK and in the region) when they arise
- Participate in monthly finance updates with FBP, Country Manager and Programme Manager, providing monthly updates on all active and proposed funds/projects
- Develop and implement financial induction and exit procedures in line with internal financial policies and procedures and best practice

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong financial analysis skill, with emphasis on problem solving and critical thinking • Ability to perform independent research of technical financial guidance and document findings • Strong proven track record in financial management • Excellent numeracy and analytical skills, applied to financial management, including variance and costing analysis • Excellent communication and interpersonal skills • Advanced skills in Excel spread sheet and finance / accounting / reporting systems • High proficiency in standard word processing and business writing • Strong organisational and administrative skills, with structured and methodical approach to work • Strong interpersonal and communication skills, with the ability to build good working relationships. • Ability to plan, organise and prioritise workload to meet deadlines • Fluency in written and oral Romanian • Strong working proficiency in written and spoken English 	<ul style="list-style-type: none"> • Experience of the Charity sector and/or working in a similar sized (to FFI) international not-for-profit organisation
Knowledge and experience	<ul style="list-style-type: none"> • Graduate of Finance Management or Accountancy (Qualified Accountant or 	<ul style="list-style-type: none"> • Knowledge of Microsoft SharePoint

	<ul style="list-style-type: none"> equivalent) with a minimum 5 years post-qualification experience Strong understanding of relevant financial statutory and regulatory frameworks applying in Romania including processing payroll, mandatory tax payments and other requirements Extensive management reporting experience, including budgeting and forecasting Experience in providing financial coaching/training for non-financial managers 	<ul style="list-style-type: none"> Experience with Access Dimensions and Focalpoint software Experience of major donors including for example USAID/EU grant management
Behavioural qualities	<ul style="list-style-type: none"> A considerate team player able to work as part of a team in a dynamic environment where flexibility is essential Capacity to work independently and be responsive to the needs of the organisation and teams in Romania and the UK Builds positive personal and organisational relationships Strong commitment to organisational compliance Demonstrates rigor, diligence and meticulous attention to detail in approach to work Commitment to the mission and values of FFI Flexible to respond to demands of operating across different cultures and time-zones 	<ul style="list-style-type: none"> Strong in problem-solving and critical thinking
Other	<ul style="list-style-type: none"> Entitlement to work in Romania 	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to Eurasia@fauna-flora.org.

Please mark your application '**Finance Manager, Romania**'.

The closing date for applications is **31st May 2021**. Interviews are likely to be held during the week commencing **07th June 2021**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing

date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity