

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Finance and Administration Manager
DIVISION/DEPARTMENT:	Europe and Central Asia, Brussels / Finance and Administration

1. OVERALL PURPOSE OF JOB

The Finance and Administration Manager leads the team responsible for maintaining the Europe and Central Asia Division's finances, accounting procedures, statutory obligations and human resource administration as well as for the smooth running of the office in Brussels, working closely with the Global Operations Team.

Note: BirdLife Europe and Central Asia is also known as Stichting BirdLife Europe and is a non-profit organisation under Dutch law. It is one of the six regional offices, or secretariats, of BirdLife International, a global Partnership of autonomous, national non-governmental conservation organisations, with a large grassroots membership in 115 countries and territories.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Regional Director
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Finance Officer Administration officer Finance and Administration Assistant
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<p>ECA Leadership Team: to ensure good oversight of management accounts and preparation of budget while also supporting implementation of the ECA Division's People Plan</p> <p>Project Managers: to ensure smooth administration of project budgets</p> <p>ECA Staff: to ensure the smooth running of the ECA Brussels office</p> <p>Global Finance and Administration Team: to ensure ECA finances are adequately reflected in global accounts</p> <p>Global Human Resources Team: to ensure that the ECA Division's People Plan is implemented</p> <p>Board of Directors of Stichting BirdLife Europe: to ensure smooth administration of SBE</p>
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
ECA Advisory Committee: to ensure scrutiny and approval of ECA Division budget/accounts
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<p>Finance Consultant(s): as required to provide additional finance services</p> <p>Auditor: to ensure timely completion of annual audit and accounts</p> <p>EC Life Unit: to manage relationship regarding the EC Core Grant</p> <p>Banks and other services: to ensure smooth administration of finances</p>

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3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	1	General public	2	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	2	Press & media	1	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	1	Regulators/ legislators/ auditors	3	Individual donors/ members	1
Suppliers/service providers	3	Scientific community	1	VIPs/ royalty/ 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". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.

3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<ol style="list-style-type: none"> 1. In collaboration with the Regional Director, ECA Leadership Team and Global Finance, develop the budget for the Division, monitor progress by preparing forecasts, facilitating internal scrutiny and making necessary adjustments 2. Provide financial information and reports to ECA Leadership Team in support of monthly monitoring of risks and decision-making 3. Preparation of financial reports to the ECA Committee and Board of Directors of Stichting BirdLife Europe 4. Support Regional Director to implement BirdLife Europe financial policies and procedures, in compliance with both Belgian and European legislation and BirdLife International policies. 5. Oversee everyday accounting data entry, sales and purchase ledger, journal entry, encoding invoices, carrying out bank payments and reconciliations, updating cash management, staff expenses, verification of incoming payments, financial excerpts, operating the accounting system.

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6. Working with the Finance Business Partner, oversee **support to Project Managers** to produce project budgets and reports to Donors, including monitoring of project expenses and core recoveries
7. Ensure **monthly closing of books** and the necessary reconciliations, as well as monthly reporting to the Finance and Administration Department in the Global headquarters.
8. Prepare and revise **contracts and procurement tenders** and maintain the contract database
9. Perform **administrative and contractual checks and controls**, ensuring compliance with Belgian and European laws, including the statutes of the Association, under direction of the Regional Director
10. Maintain **relations with banks and external consultants** on all financial matters
11. Support the **preparation of the European Commission operating grant report**, including evidence gathering.
12. Work closely with **all ECA staff to assist their information needs**, including project balances for those managing projects.
13. Oversee **human resources administration** and support Regional Director in implementing the **People Plan** for the ECA Division
14. Ensure **smooth running of Brussels Office**, manage any required changes to the facilities.
15. Work with the Global team to transition the bookkeeping to Unit 4 (Global ERP system) from Winbooks.

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	
Financial/Budgetary	
Contracts – Funders	Needs Regional Director approval
Contracts – Staff/Consultants	No
Contracts – Service providers	No
Legal Responsibility	No
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	University first degree or equivalent
Job Specific Education/Qualification	A Bachelor in accounting (Bachelier en comptabilité)
Job Specific Knowledge	Belgian accountancy law
Experience	Minimum 5 years' experience in finance Experience in leading teams
Management & organisational skills	Leads through providing direction, injecting energy and demonstrates capability in technical detail (especially finance)
Communications skills	Clear, confident communication Able to describe the big picture of what we are trying to achieve
Analytical Skills	Ability to make sense from complexity and communicate with clarity
Creativity & Initiative	Self-motivated worker able to work on own or in teams
Computer Literacy	Working knowledge of Microsoft Windows desirable
Languages	English essential, French desirable
Travel requirements	Occasional nights away from home.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Genuine enthusiasm for BirdLife's mission to mobilise lasting, sustainable protection for the world's birds, their habitats, and global biodiversity in general.	
Understanding of culture, experience of or desire to work for a non-governmental organisation.	
Prepared by:	Date:
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