

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	IBAT Finance and Administration Assistant
DIVISION/DEPARTMENT:	Operations - IBAT Finance and Operations

1. OVERALL PURPOSE OF JOB

The IBAT Finance and Administration Assistant will provide administrative support to the IBAT Finance and Operations Team. They will report to the IBAT Finance Analyst and support them and the IBAT Business and Finance Manager with all finance, operations and legal activities, as well as wider projects for the IBAT Team.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
IBAT Finance Analyst
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Close links with some divisions across BirdLife International (BLI).
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Interface with IBAT partners

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	2
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators / Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	1	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:
Primarily acting as support for the IBAT Finance and Administration functions.
<u>Finance</u>
Engage with BLI finance and Unit 4 to support and facilitate timely and accurate invoicing, referring issues.
Ensure the timely settlement of payments to suppliers, checking bank details, loading invoices for approval and payment, and ensuring the accurate posting within Unit 4.

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Support with credit control activities to keep the aged debtors to the shortest period and amount possible.

Engage with client portals, undertaking the loading of invoices and ad-hoc requirements. Ensuring that all compliance questions and documentation is uploaded accordingly, to minimise delays in invoice settlement.

Supporting in wider report generation, to include Profit and Loss, Aged Debtors, Income Analysis, Variance Analysis, Cash Flow Analysis and Treasury Strategy maximisation and implementation.

Support IBAT Finance and Operations as well as the wider BLI Finance team with annual audit requirements and queries.

Legal

To be responsible for the overall flow of legal contracts between clients and BirdLife Legal. Ensuring contracts are agreed as swiftly as possible, referring business decisions to the IBAT Business and Finance Manager, processing searches, populating contracts, obtaining signatures in line with policies as well as maintaining the contracts tracker.

For ad hoc contracting, ensuring BirdLife Legal reviews accordingly, and where appropriate managing the signing and resolution of these contracts.

Administration

Administrative function is varied and subject to prioritisation as needed. Activities can range from:

Assisting in the production and maintenance of documentation within IBAT, including policies, processes and business continuity plans, ensuring accuracy and regular reviews.

Assisting in the monitoring of the finance central email inbox, ensuring timely responses and raising any issues accordingly.

Assisting with general activities such as event coordination, room bookings, diary management, off-sites as well as any other general operational activities.

Supporting with the production of reports and documentation for use within Governance Committee meetings. Supporting the Head of IBAT and the IBAT Business and Finance Manager with any preparation requirements for meetings.

Assisting with IBAT Projects, including research, data gathering, meeting notes and coordination, data entry and any other ad-hoc requirements to support the overall objectives of each project within a timely manner and within budget.

For new members of the wider IBAT Team, facilitating in the implementation of Induction Schedules, including booking rooms, coordinating diaries, systems access, as well as some training on more general areas of IBAT.

Ad-hoc

Being flexible, adaptable, and available to take on other responsibilities or duties as requested by the IBAT Team.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	IBAT Finance

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Contracts – Funders	There will be work on contracts
Contracts – Staff/Consultants	There may be some work on contracts
Contracts – Service providers	There will be some work on contracts
Legal Responsibility	NA
Other	Handling of confidential information

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to at least Degree Level standard or equivalent, or to have strong experience in a similar role.
Job Specific Education/Qualification	NA.
Job Specific Knowledge	Have good organisational and time management skills, with the ability to manage numerous activities and responsibilities. An excellent level of understanding with Microsoft Office products, particularly Excel (advanced level).
Experience	IT literate- skills including advanced Excel, PowerPoint, Word. Ideally experienced in managing contract wording negotiations between parties, to reach a signable contract swiftly. Ideally experienced with invoicing and other finance administrative tasks, as well as reporting and working within projects. Experience of working within a charity/NGO setting would be an advantage.
Management & organisational skills	Strong administrative and organisational skills, including prioritisation and working to deadlines and meticulous with the detail. Self-motivated and work with minimal supervision.
Communications skills	Excellent communication skills (both oral and written), negotiation and diplomatic skills including ability to understand complex issues from partners. Must be adaptable and culturally sensitive, able to pursue new and unfamiliar challenges.
Creativity & Initiative	Good levels of professionalism, initiative, energy, creativity, and flexibility.
Computer Literacy	Have high levels of organisational and IT skills including Excel, PowerPoint, and Word. Experience working with Unit 4 ERP would be an advantage, but not a requirement.
Languages	Foreign language skills an advantage but not required.
Travel requirements	Should not be required outside of the UK. This is a hybrid role. The business needs are to spend one 'IBAT week' per month in the office, along with every Tuesday. The office is the David

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	Attenborough Building (DAB), Cambridge.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<p>The successful candidate will be highly motivated with excellent administration, organisation, planning and communication skills. They will be willing to learn and undertake a variety of diverse administrative tasks to support effective management and service delivery.</p> <p>They will be flexible in their method, enthusiastic and approachable, have a close attention to detail, and be committed to good organisation and the implementation of effective and streamlined administration in support of the project-based teams.</p> <p>A passion for conservation and having a positive impact within the world. IBAT offers commercial clients the ability to obtain data to support their decisions towards a positive impact on biodiversity. Being motivated with this indirect concept is a general aspect to all the IBAT Team.</p>	

Prepared by:	Date:
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