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Partner Finance Officer

Fern is a non-governmental organisation (NGO) created in 1995. Our mission is to achieve greater environmental and social justice, focusing on forests and forest peoples' rights in the policies and practices of the European Union. We do this by co-ordinating NGO networks and by working co-operatively with partners to achieve change.

We believe that to be effective it is essential to understand and address the social dimension of environmental conflicts; that strong coalitions are more likely to achieve lasting change; and that presenting ways forward is often more effective than highlighting problems.

We have no director, and strive to make decisions by consensus.

Details of our current campaign areas can be found at www.fern.org/campaignareas.html

We currently have 16 staff working from two offices, in Brussels (Belgium) and Moreton in Marsh (UK).

We are looking for a new Partner Finance Officer to provide strong and professional support to the organisation. The post will be 3 or 4 days per week. There is flexibility about how these days are worked. The post could be based either in Brussels or in Moreton. Fern would also accept applications from qualified individuals who wished to work on a consultancy basis.

A. KEY AREAS OF RESPONSIBILITY AND ASSOCIATED TASKS

Partner financial management

The Partner Finance Officer takes a lead role on all financial aspects of the relationship with Fern's partners. This includes setting the agenda for partner issues, working creatively to ensure that Fern's obligations to its donors are met and coordinating the work of colleagues when this is needed to ensure proper reporting. Specific tasks include :

- Preparation and updating of partner, contracts and budgets.
- Liaising with partners around funding proposals
- Receiving, checking of partner financial reports and associated documentation- ensuring they are in line with Fern and donor guidelines.
- Where partner reports are deficient, either following up with partners or finding an alternative solution. On occasion, this may involve doing tasks directly.
- Preparation of payment instructions for partners.
- Visiting partners in country to support with reporting and helping partners to build their capacity in the areas of financial management
- Analysis of partner financial reports and communication with colleagues about progress.
- Liaising with campaigners around partner financial activity and collaborating with them around common partner support activities.
- Participation in the development of procedures for managing the financial aspects of partner relationships.
- Developing of guidelines, tools, presentations, and templates to support partners achieve quality financial reporting.
- Support before, during and after audit visits - collating evidence for auditors, especially around partner expenditure.

Finance & Administration team management :

(Jointly with finance & administration team colleagues)

- Participate in quarterly FAT meetings;
- Establish FAT objectives and draft quarterly FAT work plan;
- Regularly review and update the House Rules and Procedures.
- Develop FAT job descriptions and participate in FAT recruitment;

Financial and grant management :

(With colleagues)

- Maintain an overview of financial activity on Fern's large grants.
- Support campaign staff to manage their budgets - reviewing past expenditure, forecasting future expenditure and updating budgets appropriately.
- Preparing financial reports to donors
- Supporting on financial management tasks for the organisation - eg salary allocations, cash-flow forecasting,

B. OTHER REQUIREMENTS

- *Travel.* As Fern is an international organisation with partners in Africa and Asia travel will be a necessary part of this role.
- *Flexibility.* Fern is a small campaigning organisation, and some flexibility will be required in working hours, for example in the case of preparing urgent funding proposals, budgets etc.

C. PERSON SPECIFICATION

We are looking for someone who is organised, efficient, flexible, and can work effectively in a small team. The successful candidate would have to be a good team worker, be able to take initiative, be a good planner and manager, and be supportive and assertive in an equal measure.

Essential:

- At least three years experience of relevant financial and administrative management;
- Experience of dealing with partners with sometimes low capacity around financial matters.
- Good Knowledge of applications and reporting requirements of funders, notably the European Commission;
- Fluency in French and English;
- Excellent computer skills (Word, Excel, Internet);
- Ability to handle multiple tasks and competing demands;
- Support minded;
- An interest in environmental and social issues.

Desirable:

- Experience of working for an NGO;
- Fundraising experience;
- Knowledge of accounting software;
- Communications and editing skills.

Indicative salary & working conditions

- If based in Belgium: From €41,040 to €55,440 annual FTE – pro rata gross salary, plus lunch vouchers (6€ per working day), contribution to travel costs from home to office, legal holidays money (*double-pécule de vacances*) equivalent to, approx. one month net salary.
- If based in the UK: £32'784 to £42'480 annual FTE – pro rata gross salary, plus pension contribution

D. HOW TO APPLY

Applications should be submitted in English and comprise a short covering letter - *also pasted in the body of the email* - explaining why you are interested in this job, including what attracts you to Fern and what you could bring to Fern; a CV detailing all relevant work experience.

Applications without a properly prepared covering letter will not be considered. **Only selected candidates will be contacted.**

Deadline for applications: 9am Brussels time, Monday 5th October 2015

Interviews :

Fern's recruitment process involves attending 2 interviews.

They are planned for Tuesday 13th October in Brussels and Monday 19th October in the UK, but Fern may change the dates depending on circumstances when we hire.

Send applications to: Julie@fern.org