###

**International Finance Business Partner**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job grade** | 3 | **Reports to** | International Finance Business Partner Manager |
| **Directorate** | Finance | **Function** | Finance |
| **Contract**  | Permanent | **Location** | Regent’s Park / Hybrid homeworking |

**Responsibility for resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct line reports** | 0 | **Responsibility for other resources** | n/a |
| **Financial resources** | n/a |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to provide international financial business partnering support to ZSL’s Conservation & Policy (C&P) Directorate and to overseas offices. This includes C&P cost centre holders and project teams both in the UK and in ZSL’s overseas offices on all matters relating to budgeting, monitoring, grant financial management, data quality, and overseas office financial management.

Reporting into the International Finance Manager, the post holder will work closely with a wide range of stakeholders to maintain and support ZSL financial policies, systems, controls, and procedures, ensuring that they are fit for purpose and enabling effective decision-making to build organisational resilience.

**Key responsibilities**

* Build and maintain strong working relationships with key stakeholders across UK directorates and country offices.
* Provide strategic insight and analysis to challenge senior managers and to enable effective decision making.
* Ensure high quality of financial data, including reconciliations, ad-hoc analysis and process improvements.
* Contribute to the increase in financial management capacity of finance and Conservation Programmes colleagues, identifying and prioritising support needs and delivering a coordinated training and development programme.
* Prepare and manage strong, accurate financial performance reporting through cost reporting forecasting to donors plus supporting Conservation and Policy budget holders and management for both restricted and unrestricted funds.
* Financial planning, budgeting, and forecasting of all restricted and unrestricted cost centres, grants and country offices in the portfolio, identifying risks and addressing them where required.
* Manage the grant cost recoveries process and forecasting for staff, country offices, and overheads.
* Ensure financial policies and procedures are strong, improved continuously, and consistently adhered to.
* Ensure strong internal controls are in place relating to balance sheets, donor compliance, and financial processes.
* Provide financial analysis and delivering strategic insight for project and senior managers.
* Finance lead on large £12m, 7-year project in West and Central Africa, including internal and external reporting and financial management of component and partners.
* Work with the International Finance Business Partner Manager and country finance teams to manage the month and year-end processes, ensuring high quality financial data and the accurate integration of country office financial data into ZSL’s accounting system.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Person Specification**

|  |
| --- |
| Experience |
| Essential | * Professional post graduate accounting qualification (ACCA, ACA, CIMA, CIPFA), must be fully qualified.
* Proven experience in grant financial management, including, budgeting, forecasting, reporting, audits, and donor compliance.
* Ability to analyse financial data and lead on reconciliations.
* Ability to build and maintain strong working relationships with both finance and non-finance stakeholders.
* Experience of working with overseas finance teams.
 |
| Desirable  | * Experience working with a range of donors.
* Previous experience of reviewing and improving financial processes and making sure that they are adhered to.
 |
| Knowledge and skills |
| Essential | * Advanced skills in using MS office packages, particularly MS Excel.
* Familiarity with accounting systems.
* Able to demonstrate high accuracy and attention to detail with reference to financial data and reporting.
* Strong communication skills and ability to deliver capacity building.
* Strong communication and relation-building skills including management information reports and presentations to all relevant stakeholders
 |
| Desirable | * Knowledge of SUN systems and/or Quickbooks.
 |
| Additional requirements |
| Essential | * This post is a blended role for office and home working; usually 2 days a week to the ZSL office will be required.
* This position will be office based, but occasional international travel is possible.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical).
* To comply with and promote Health and Safety policies and procedures.
 |

22 July 24