



JOB DESCRIPTION

FINANCE PROGRAMME MANAGER



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number. 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

PATRON HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation.



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions. we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



JOB PURPOSE

To provide comprehensive support and expertise to the Director of Finance and Head of Finance to oversee the externally funded conservation and mission delivery programmes.

**FINANCE PROGRAMME
MANAGER**

DEPARTMENT
Finance

REPORTS TO
Head of Finance

CONTRACT
Permanent

HOURS
Full time – 35 hours per week

LOCATION
Jersey preferred



KEY RESPONSIBILITIES

We are seeking a self-motivated and enthusiastic individual to work at Durrell as a Finance Programme Manager to provide financial support to our externally funded conservation programmes and conservation training activities based at the Zoo and overseas. Key responsibilities include:

- Work closely with the programme teams to assist with the development of budgets ensuring they are in line with organisational strategies and financial plans.
- Preparation and delivery of monthly management accounts to all budget holders.
- Track financial performance against the budget and identify any risks and issues.
- Support the annual budget process, year-end forecasting and any longer-term business planning.
- Oversee income and expenditure ensuring compliance in line with restrictions is maintained always.
- Monitor and reconcile restricted fund accounts and advances sent to conservation programmes.
- Assist in donor reporting and external grant queries, including monitoring expenditure compliance with grant or donor agreements.
- Monitor capital spend against budget and restricted funding received, reporting to Head of Finance and other stakeholders as required.
- Support both the internal and external audit for the Trust and its subsidiary or related entities, including grant specific audits.
- Assist the Head of Finance in the preparation of the Group financial statements and preparation of annual financial statements for subsidiary entities, taking responsibility for those that are directly related to conservation and conservation training activities.
- Assist with regulatory and statutory returns relating to the Trust and its subsidiary entities including HMRC, Companies House and the Charities Commission.
- Oversight of key finance processes, such as invoice payments, GST Returns, VAT returns, staff payroll, accounting for overseas projects, and journal adjustments.
- Work closely with the Head of Finance and Finance Manager to oversee the finance officers, providing coaching as well as supervision and review of daily finance tasks for the entire Trust.
- Line management responsibilities for the finance programme officer and other finance officers, as agreed with the Head of Finance and Finance Manager.
- Ensure compliance with finance policies and procedures, reporting to Head of Finance on any areas of non-compliance or improvements.
- Monthly and quarterly financial reporting tasks including consolidation of overseas programmes, accruals, capital expenditure, cash-flow and reserves forecasting.
- Production and development of KPIs.
- Maintain strong stakeholder relationships, building excellent working relationships with other Durrell teams, answer queries and manage information flow.

KNOWLEDGE, SKILL AND ABILITY

- Qualified or part-qualified accountant.
- Experience of monthly management account production, budgeting, and financial analysis is essential.
- Experience and understanding of working in a complex, multi-stakeholder environment.
- Specific knowledge and understanding of the charity sector and grant /donor monitoring and reporting is preferable.
- Dynamic financial business partner with great analytical skills and the ability to present financial information in a clear manner
- Strong commercial acumen and ability to think strategically.
- Exceptional personal skills, with previous experience of managing and training staff.
- Confident communicator with excellent written and spoken English and strong presentational skills.
- Computer systems experience essential, including experience of an accounting package, such as Microsoft Dynamics Business Central, Navision or Great Plains.
- Advanced knowledge of Microsoft excel and Word.
- Experience in Power Bi would be beneficial.
- Ability to develop and apply innovative and imaginative solutions to problems.
- Ability to manage competing priorities and work in a dynamic, fast paced environment
- Excellent attention to detail
- Confident communicator.



BEHAVIOURS

- A supportive team player who can work constructively with the Director of Finance, Head of Finance, Finance Manager and other Department Heads to meet the objectives of the department and ultimately ensure the success of Durrell.
 - Ability to engage proactively with senior stakeholders and influence in a positive way
 - Ability to work well with teams and senior managers.
 - Accountable for own work and decisions to set a positive example to others and to ensure work is completed to a high standard.
 - Management skills of the highest order to motivate and develop the finance team in meeting their objectives.
 - Positive attitude is vital - with ability to listen to and learn from others whilst offering constructive advice as and when required.
 - The tenacity to accept and tackle problems to ensure satisfactory solutions.
 - Strong Interpersonal skills with the ability to relate, orally and in writing, to all levels within the organisation as well as with external service providers.
 - Able to organise and manage own time effectively.
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OUR LOCATION



**Durrell Wildlife Conservation Trust, Les Augres Manor,
La Profonde Rue, Trinity, Jersey, JE3 5BP**