

Candidate Brief

Accountant - Plantwise

CABI Head Office Wallingford, UK

March 2017

CABI BACKGROUND

CABI (www.cabi.org) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

CABI's Knowledge Business

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.

Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. Find out more at www.plantwise.org

THE ROLE

Job title: Accountant - Plantwise

Salary range: £35k - £36k

Grade: Hay Band 5

Reporting to: Financial Planning and Analysis Manager

Direct reports: 0

Key peer group: Plantwise Programme Executive and Board, Regional and Head Office Finance Team

Location: CABI Head Office, Wallingford, Oxfordshire UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <http://www.ukba.homeoffice.gov.uk/>)

Purpose of the role

To be the Business Partner to the Plantwise Project Board providing financial understanding, support and analysis of an £8m donor funded programme operating in 34 countries. Ensuring financial controls for the programme are adhered to.

To be responsible for the consolidation of the financial performance of the programme both internally and externally to Donors; to manage the overall budgeting, forecasting, accounting, auditing and reporting process for the Plantwise Programme across all business units

Key Accountabilities

- Manage accounting, budgeting and forecasting processes for the Plantwise Programme
- Work as a business partner with members of the Plantwise Board. Providing reports and analysis to enhance understanding of the performance of the Programme.
- Ensure that all Plantwise donor contracts, Project Initiation Documents (PIDs) and related PFAs are complete, authorised and stored under appropriate configuration management
- Prepare Plantwise financial reports for both internal and donor use, in collaboration with the Programme Executive and Programme Support Manager, and request payments according to donor requirements
- Establish, implement and communicate policies, processes and controls to ensure that the requirements for financial control and reporting are met for Plantwise donor contracts.
- Act as a key contact for external auditors and respond to requests in order to fulfil the audit requirements of international donors
- Ensure good financial controls and compliance with CABI accounting procedures to satisfy audit requirements.
- Deputise for the Financial Planning and Analysis Manager as appropriate
- Assist in the accounting and reporting for the CABI Development Fund as appropriate.
- Other ad hoc tasks and analysis as required to assist in the running of the Finance Function

Candidate profile

- Part qualified accountant or similar level by experience
- Strong academic record
- Fluency in English, both written and spoken

Previous Experience

- Experience of budgeting, forecasting and analysis of financial information with a strong technical accounting background
- Record of establishing and / or auditing financial controls
- Team player with good communication skills and 'can do' attitude.
- Ideally experience of project accounting and project reporting ideally within an international context and in the development sector

Personal Characteristics

- Robust with ability to work to tight deadlines
- Excellent Excel skills.
- Strong personal organisation and business skills
- Good communication skills with an international perspective.
- Willingness to travel to regional centres overseas if required
- Good team player
- A flexible and positive 'can do' attitude and willingness to deal with changing demands of the role

EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey)

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

SECONDMENT

This role may be filled on secondment from the corporate sector or from other large international development organisations. To discuss a secondment opportunity, please contact Neil MacIntosh, HR Director, at n.macintosh@cabi.org

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 09/2017 to recruitment@cabi.org Please state where you saw this advertisement.

Please note closing date for receipt of applications is 7th April 2017