



Candidate Brief

Plantwise Finance Manager

CABI Head Office, UK

March 2014



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 350 staff based in 16 countries. We have offices in Brazil, China, 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 46 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.

Publishing

We produce key scientific publications, 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. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers 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.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

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 aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities. www.plantwise.org



THE ROLE

Job title:	Plantwise Finance Manager
Salary range:	£35-£40k
Grade:	Hay Band 6
Reporting to:	International Development Finance Manager
Direct reports:	Plantwise Finance Assistant (TBC)
Key peer group:	Plantwise Programme Executive and Board, International Development Executive Directors, Regional Directors, Regional & 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

The main purpose of the role is to manage the overall budgeting, forecasting, accounting, auditing and reporting process for the Plantwise programme across all business Units.

In addition, the role will be responsible for financial control over the Plantwise Programme.

The role will provide support and analysis to the Plantwise Programme Executive and Board on all financial issues.

Candidate profile

Qualifications and language skills

- CCAB qualified accountant or similar level by experience
- Graduate with strong academic record
- Fluency in English, both written and spoken

Previous experience

- Experience of project accounting and project reporting ideally within an international environment
- Experience of communicating financial information to senior management both verbally and in writing
- 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 leadership ability



Personal Characteristics

- Excellent communication skills are essential and will be key to the success of the individual in building relationships and influencing senior managers
- Strong personal organisational and business skills
- Attention to detail and capacity to understand and ensure compliance with different donor requirements.
- Robust and not afraid to stand up to senior management when required
- Willingness to travel to regional centres overseas
- A flexible 'can do' attitude and willingness to deal with changing demands of the role

Key Accountabilities

- Manage accounting, budgeting and forecasting processes for the Plantwise programme
- Partner the Plantwise Board, particularly the Programme Executive and Global Directors with month-end reporting, budgets, forecasts, Project Financial Analysis (PFAs) for new business opportunities and analysis as required
- 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.
- Attend donor meetings and Plantwise Programme Board as required
- Act as a key contact for external auditors and respond to requests in order to fulfil the audit requirements of international donors and the CABI governing Board
- Establish, implement and communicate policies, processes and controls to ensure that the requirements for financial control and reporting are met for Plantwise donor contracts.
- Ensure that all Plantwise donor contracts, Project Initiation Documents (PIDs) and related PFAs are complete, authorised and stored under appropriate configuration management
- Other ad hoc tasks and analysis as required to assist in the running of the International Development Finance function



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 29/2014 to recruitment@cabi.org Please state where you saw this advertisement.

Please note closing date for receipt of applications is 13th April 2014