

# Candidate Brief

**Management Accountant**

**CABI Head Office Wallingford,  
UK**

**September 2017**

## CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

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, the USA and Zambia.

### **CABI's Knowledge Business**

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

### **International Development projects and research**

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to [www.cabi.org](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Management Accountant
<b>Salary range:</b>	£30k - £35k
<b>Grade:</b>	Hay Band 5
<b>Reporting to:</b>	Financial Planning and Analysis Manager
<b>Direct reports:</b>	None
<b>Location:</b>	Head Office, Wallingford, 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 <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> )

### Purpose of the role:

The purpose of this role is to ensure the effective and efficient accounting and management reporting for the Plantwise Programme both internally and externally to Donors. To assist the Financial Planning and Analysis Manager with the review of Regional Centres accounting submissions

### Key accountabilities:

- Manage accounting, budgeting and forecasting processes for the Plantwise Programme, including commentary, variance analysis and KPI's
- Review Regional Centres monthly management accounts, budgets, reforecasts and balance sheet reconciliations ensuring accurate and timely submissions.
- Act as a Business Partner for the Plantwise Programme and one Regional Centre.
- Reconcile designated balance sheet accounts to ensure assets and liabilities are correctly identified and appropriate actions are taken
- Ensure Plantwise donor contracts, Project Initiation Documents (PIDs) and related PFAs are complete, authorised and stored under appropriate configuration management
- Assist the Financial Planning and Analysis Manager with providing reports and analysis to enhance understanding of the performance of the Plantwise Programme.
- Assist with the preparation of 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
- 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.
- Other ad hoc tasks and analysis as required to assist in the running of the Finance Function

## Candidate profile

- AAT qualified
- 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
- Team player with good communication skills and 'can do' attitude.
- Ideally experience of project accounting and reporting within an international context and in the development sector
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## 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.
- Ability to use your own initiative
- Strong attention to accuracy and detail
- Ability to manage own time and to manage the expectations of numerous stakeholders
- Good team player
- A flexible and positive 'can do' attitude and willingness to deal with changing demands of the role
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### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.



## 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.

## HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 35/2017 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.

**Please note this role will remain open until the position is filled**