

Candidate Brief

Project Accountant
CABI Wallingford

March 2018

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 and www.plantwise.org

THE ROLE

Job title:	Project Accountant
Salary range:	£45k
Grade:	Hay Band 7
Reporting to:	Financial Controller
Direct reports:	Project Accountant
Key peer group:	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 Projects and Programmes across CABI. The role will provide support and analysis to the Programme Executives and Project Managers on all related financial issues.

Key accountabilities:

- Manage, motivate and provide on the job training for 1 member of staff to ensure their objectives are successfully achieved and the smooth running of the project finance function
- Responsible for the accounting, budgeting and forecasting processes of the CABI project programmes
- Establish, implement and communicate policies, processes and controls to ensure that the requirements for financial control and reporting are met for donor contracts.
- Ensure timely production of all financial reports for both internal and donor use, including month-end reporting, budgets and forecasts.
- Provide a business partnering function to the Programme Executive and Project Managers.
- Attend donor meetings and Plantwise/Invasives Programme Boards as required
- Ensure that all Programme donor contracts, Project Initiation Documents (PIDs) and related PFAs are complete, authorised in accordance with project management processes.
- Ensure correct project set up

- 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
- Other ad hoc tasks and analysis as required to assist in the running of the Project Finance function

CANDIDATE PROFILE

- 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 donor reporting ideally within a not for profit 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 and prior experience of line management.
- International finance experience is desirable.

- Personal Characteristics

- Excellent communication skills and able to communicate effectively with non-financial managers and within a global environment.
- A conscientious, customer focussed approach, with the ability to be proactive and produce accurate results within short timescales
- Proactive problem solver, resilient, hardworking, dedicated and accurate.
- Good team player, willing to step in and help the team.
- Good interpersonal skills with strong personal organisational skills
- Attention to detail and capacity to understand and ensure compliance with different donor requirements.
- A flexible 'can do' attitude and willingness to deal with changing demands of the role

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 08-2018 to recruitment@cabi.org Please state where you saw this advertisement.

Please note closing date for receipt of applications is 6th April 2018