## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of Finance</th>
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<tbody>
<tr>
<td>Programme:</td>
<td>Directorate</td>
</tr>
<tr>
<td>Job Reference No:</td>
<td>AD1231</td>
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<tr>
<td>Grade:</td>
<td>B</td>
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## QUALIFICATIONS / EDUCATION

**Essential:**
- The successful applicant must be a fully qualified accountant (ACCA or CIMA)

**Desirable:**
- MBA

## EXPERIENCE

**Essential:**
- Leading and managing a finance and accounting team
- Providing strategic advice on all aspects of finance to CEO and Board level
- Preparing annual and multi-year budgets and financial forecasts and the annual report
- Undertaking financial opportunity and risk analyses
- Using Enterprise Reporting Systems and their integration with finance systems
- Controlling and reporting on cash-flow and liquidity risks
- Reporting financial performance timeously and with clarity
- Ensuring compliance with all legal, tax, statutory reporting and audit requirements
- Multi-currency and multi-jurisdiction experience
- Advising on and implementing policy on foreign exchange
- Contracts management

**Desirable:**
- Understanding of Charity accounting and relevant regulatory regimes
- Working in consultancy businesses.
- Working with pan-national organisations
- Experience of developing a high performing finance team
- Developing financial processes and methods to improve organisational efficiency
- Experience of working in the Not for Profit sector
- Presenting to an audience of mixed technical ability
- Experience of coaching others
- A keen interest in Conservation

## SKILLS

As well as being skilled in all the technical aspects of the role as outlined in the job description, you will have proficient people skills and be an effective, experienced leader. You will be a skilled communicator and coach.
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<tr>
<th>TYPE OF PERSON REQUIRED</th>
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<tbody>
<tr>
<td>You will be a personable and proactive person, happy to engage with staff across the organisation and play a key role in advising on strategic issues at senior team level. You will be comfortable working in a collaborative culture and motivate people to achieve impact. We are seeking a strategic-minded person with demonstrated ability of running a successful finance and accounting team.</td>
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<th>OTHER RELEVANT INFORMATION</th>
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<tr>
<td>This is not a United Nations Post.</td>
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<tr>
<td>The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK.</td>
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