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Grants & Operations Manager, Biodiverse Landscapes Fund Lower Mekong Landscape, Asia-Pacific Programme

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

Lower Mekong Landscape Programme

Fauna & Flora is about to begin a new programme of work within the Lower Mekong Landscape covering more than one million hectares of the Annamite mountains, incorporating three large forest complexes and encompassing Cambodia, Laos and Vietnam. Funded by the Biodiverse Landscapes Fund (BLF), the overarching aim of this programme is to reduce poverty and create sustainable economic opportunities for those communities, through the delivery of lasting landscape protection, sustainable management, and restoration, safeguarding biodiversity, and maintaining and improving ecosystem quality.

The programme will be implemented through a consortium of highly experienced INGOs, led by Fauna & Flora, and includes SNV, IUCN and Re:wild, working in close collaboration with local partners and Indigenous Peoples and Local Communities (IPLCs), to ensure activities respond to locally identified and prioritised needs. The programme will take an integrated focus on people, nature, and climate, recognising that benefitting one at the expense of the others is inherently unsustainable. This position provides the opportunity to take a leading role in driving forward this transboundary programme of work and bringing this vision to fruition.

The Opportunity

Fauna & Flora is seeking a highly experienced, skilled and committed Grants & Operations Manager with experience in managing large statutory projects to ensure effective management of the financial, administrative and operational functions of the BLF Lower Mekong Landscape programme within the Asia-Pacific Programme.

The role will oversee grant management for the BLF Lower Mekong Landscape programme including administration, financial management, coordinating co-funding coordination, and ensuring all expenditure and operations are undertaken to the highest possible standards of donor and internal compliance. The role includes managing finance and administration functions as well as providing ongoing guidance and support to team members and project partners to ensure the project is

complying with grant agreements.

You will work with Consortium Partner Focal points, BLF Fund Managers, the Independent Evaluator, Country Programme Directors and Fauna & Flora's Operations and cross-cutting technical teams to ensure effective grant management of the BLF Lower Mekong Landscape programme.

We are looking for an individual who has successfully overseen operations and / or financial management for DEFRA, USAID or EU projects before. You will be able to build collaborative relationships and working arrangements across remote diverse and dispersed teams, demonstrating cultural awareness and sensitivity. You will be confident working with partner organisations, funders, and other relevant stakeholders.

You will be able to demonstrate an understanding of the statutory and regulatory frameworks within which Fauna & Flora operates, as well as a commitment to organisational, donor and legal financial compliance. Prior experience working in the South-East Asia region would be advantageous.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Three year fixed-term contract
Probation Period:	Three months
Gross Salary Range:	USD 53,200
Location:	Biodiverse Landscapes Fund Programme Office, Phnom Penh, with regular travel across Cambodia, Laos, Vietnam
Benefits:	For international appointments, Fauna & Flora expatriate benefits apply: <ul style="list-style-type: none">• 25 working days annual leave entitlement• Medical insurance• Annual return flight home• Relocation flight on commencement of employment (if applicable)• Repatriation flight on termination of employment (if applicable)• Relocation allowance/Repatriation allowance• Accommodation allowance
Hours of Work:	This is a full-time position, working Monday to Friday from 8.00am to 5.30pm, with a one and half hour lunch break between 12.00pm and 1.30pm.

Job Description

Job Title: Grants & Operations Manager, Biodiverse Landscapes Fund Lower Mekong Landscape, Asia-Pacific Programme

Reports to: Biodiverse Landscapes Fund Lower Mekong Landscape Team Lead

Key working relationships: The post-holder must have a highly collaborative approach and will work closely with Fauna & Flora colleagues in Cambodia, Laos, Vietnam and the UK. Key internal relationships include:

BLF Team
Country Directors & Programme Teams, Asia Pacific
Regional Finance Manager, Asia-Pacific
Finance Business Partner, Asia-Pacific
Finance Teams, Asia-Pacific
Senior Technical Adviser (Conservation Impact & Risk), Asia-Pacific

Director of Operations, Asia-Pacific
Statutory Funding Team, UK

Purpose: To ensure effective, transparent and legally appropriate management of the financial, administrative and operational functions of the DEFRA-funded Biodiverse Landscapes Fund (BLF): Lower Mekong Landscape Programme, in Cambodia, Laos and Vietnam.

The role will oversee the day-to-day operations, financial and grant reporting management for the BLF including administration, financial management, planning and coordinating co-funding, ensuring all expenditure and operations are undertaken to the highest possible standards of donor and internal compliance. The role includes managing finance and administration functions coordination of grant compliance, logistics, systems and processes, as well as providing ongoing guidance and support to team members and project partners to ensure the project is complying with grant agreements.

Specific duties:

Grant Management

- Lead the development and submission of quarterly funding requests and quarterly, six-monthly and annual finance reports, as required by donors, coordinating inputs on planned expenditures and activities from the project team.
- Ensure timely and accurate financial, operational and technical donor and internal reporting, coordinating technical inputs from project teams and partners as needed.
- Provide regular support and training to project partners in line with the requirements of the donor to build capacity of local organizations and ensure smooth and simple grant compliance and reporting by partners.
- Track and capture all outputs and deliverables, using Fauna & Flora and the BLF's online platform systems, storage and tracking tools, in an accurate and timely manner.

- Coordinate inputs from relevant staff to ensure timely delivery and reporting to donors.
- Ensure all grants are administered in accordance with the terms of donor and grant agreements.
- Manage all expenses and procurements for the programme, ensuring they are eligible and meet donor and internal requirements and processes.
- Work with project staff to ensure project delivery compliance with all obligations within the terms of the grant agreements, and in accordance with Fauna & Flora policies and procedures.
- Manage and maintain appropriate project records and documentation (e.g., financial documents, procurements, SOPs) to demonstrate compliance with grant agreements and donor templates.
- Support project teams in developing fieldwork budgets and workplans that meet donor obligations.
- Working with the BLF Team Lead, liaise with donors on financial, administrative and operations aspects of the grant, coordinating inputs from technical staff members as needed.
- Review donor requirements regularly and communicate grant policies, eligible expenses and required procedures to the Programme Management Team and partners.
- Support the Team Lead on technical project reviews by grant makers and associated external consultants.
- Support the Team Lead with donor liaison and communication, providing timely inputs to donor correspondence as needed and clarifying when donor communication is required.

Financial Management

- Maintain financial records in compliance with internal financial policies and procedures, contracts and grant agreements, including co-financing and procurement requirements, to meet in-country and wider institutional, statutory and donor auditing requirements.
- Track expenditure, maintain financial documentation around execution of funding, ensure timely submission of invoices and internal transfer requests to maintain appropriate cash flow.
- Working closely with the Programme Management Team, review financial supporting documents, coordinate and conduct quarterly expenditure forecasting and financial tracking for each project work period as well as across the duration of grants, alerting the Team Lead of any expected changes and/or delays.
- Manage project donor budgets and requested changes from project teams and partners, ensuring compliance and communicating changes with the Team Lead and donors, and contribute to Fauna & Flora's annual budgeting and periodic reforecasting processes for the BLF programme working with the Team Lead, Finance Business Partner, Asia-Pacific and wider programme team.
- Support the smooth integration of new funding streams with existing project funds and grants.
- Support and facilitate the BLF team and partners to ensure that financial management meets donor auditing requirements, as well as Fauna & Flora's in-country and UK-based institutional auditing requirements, ensuring swift and accurate responses to queries.

Administration, Operations and Compliance

- Participate in the development of and lead on the administration of subgrant agreements and subcontracts, consultancy contracts and collaborative agreements in accordance with Fauna & Flora templates, working closely with the Operations Team including Legal, Finance and People teams, Programme Management Team, as well as partners and sub-contractors, that meet the obligations of project funders and grant agreements as well as internal policies and procedures

- Working with the Finance & Admin team and the Team Lead, support community partner operations management and administration, including community partner budget tracking, equipment inventories, and the development and review of any required agreements
- Working with the Team Lead, support government partner operations management, administration and agreements, including developing secondment staff contracts, tracking field and travel stipends and ensuring compliance with international best practice, Fauna & Flora policies and donor agreements
- Track required reporting systems to government agencies and support the BLF team and Finance & Admin team to create and deliver timely reports, as needed
- In close collaboration with the Finance & Admin team and Legal team, support legal compliance of programme operations, including the administration of project agreements, registrations, permits, sub-contracts and procurement procedures.
- Remain up to date with legal and regulatory frameworks relevant to BLF programme operations and grants in Cambodia, Laos and Vietnam, especially with regard to UK or other statutory government funding, maintaining close communication with the Finance & Admin team, fundraising team and Legal team.
- Support Programme Management Team and partner meetings, Finance & Admin team meetings, and other relevant internal and external meetings.
- Under the direction of Team Lead, Director of Operations and Country Directors, assist with documentation and dissemination of lessons learned as agreed and appropriate
- Support the Team Lead in the development of funding proposals that meet the co-financing requirements of the BLF's programme of work in the Lower Mekong Landscape, ensuring financial alignment with parallel projects, ensuring input from relevant Fauna & Flora staff and partners

People Management

- In line with the Team Lead and relevant country staff members, coordinate the recruitment and selection process, of any international, UK or in-country staff and consultants required for the effective running of Fauna & Flora's components of the BLF, ensuring compliance with internal and donor policies and procedures, employment law and in accordance with Fauna & Flora's Delegation of Authorities.
- Draft job application packs and play a key role in the recruitment and selection of project staff, liaising with legal and People/HR teams both in UK and Cambodia, Laos, Vietnam
- Facilitate the contracting of consultants in accordance with Fauna & Flora templates, legislation and Fauna & Flora's Delegation of Authorities.
- Work with People/HR teams in UK and Country programmes to maintain BLF employee records, filing and storing data securely in accordance with institutional policies and procedures, data protection legislation and donor requirements

IT and Office Management

- Oversee the BLF Operations office in Phnom Penh and team's IT and network operating systems, including organisation of repairs and upgrades where appropriate to ensure functionality is fit for purpose.
- Manage the budget and necessary equipment procurement for office running costs under the guidance of the Fauna & Flora Country Finance Managers.

Partner Management

- Support risk management areas with the Consortium partners on issues including but not

limited to, financial and grant management, operations and reputation

- Offer capacity building and advice on operational and financial management to local partner organisations by:
 - Assessing and reviewing comprehensively, local partner financial management and operational systems based on best practices to identify gaps and areas of improvement.
 - Providing effective recommendations on actions to address any gaps identified in local partner financial management and operational systems
 - Formulate plans with the partners to fulfil any actions recommended in addressing their financial management and operational systems gaps.

Communications and General

- Work as an active member of the Asia-Pacific team and attend regional team and project team meetings as requested.
- Ensure clear and effective communication around operational management with technical and non-technical staff as appropriate.
- Represent Fauna & Flora and the BLF Lower Mekong programme, at the request of the Team Lead and as needed, with third parties, government entities, donor agencies and partner NGOs, adhering to organisational values and commitments.
- Support the Team Lead with coordination with DEFRA, the Fund Manager, and the Independent Evaluator, to ensure smooth running of the Advisory and Steering Committees.
- Represent Fauna & Flora at appropriate external meetings and fora as required, and particularly with the Fund Manager, and the Independent Evaluator.

Other duties:

- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Operational management skills, that are mindful of practicability, and proven experience in process management; logistics planning; risk management; and legal compliance Financial management skills including process management, budgeting, reforecasting and procurement Excellent prioritisation and time management skills, with ability to work to multiple deadlines Problem solving, negotiation and conflict management skills Excellent verbal and written communication and interpersonal skills, with ability and confidence to interact, network and persuade at all levels Excellent report writing skills Expertise in financial management systems, such as SAGE, Quickbooks Advanced, etc. Microsoft Office skills and experience with data management systems Fluency in written and spoken English 	<ul style="list-style-type: none"> Fluency in other languages spoken within Cambodia, Vietnam or Laos Preparing PowerPoint presentations and report formatting Proven operational management skills in remote, developing countries
Knowledge and experience	<ul style="list-style-type: none"> An advanced degree or equivalent qualification in Finances, Business Management or similar Financial qualification Substantive financial, administrative and operational management and compliance experience Proven track record in financial management, including across a number of contracts/grants and differing currencies Substantial experience administering and reporting on grant funding of large-scale projects and statutory-funded programmes Substantial experience working with diverse teams across cultures to deliver complex projects Understanding of the statutory and regulatory frameworks within which an international NGO operates in Asia-Pacific 	<ul style="list-style-type: none"> Experience working in a similar position in an international agency or organization Knowledge and understanding of health and safety requirements Managing/supporting management of large (>1,000,000 USD) multiyear grants from statutory entities Experience of working in South-east Asia, preferably Cambodia, Laos or Vietnam Experience working with communities in remote locations

	<ul style="list-style-type: none"> • Experience working with government agencies, partner NGOs and for-profit entities • Proven experience in managing funder and partner relationships • Experience of building capacity, including training others 	<ul style="list-style-type: none"> • Working in areas of current unrest, or in post conflict situations, and/or in dealing with situations arising as a result of wider unrest/conflict • An understanding of key issues impacting conservation in the Asia-Pacific region
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Team player, demonstrating ability to seek out and harness the views and contributions of others • Building positive personal and organizational relationships • Deals with challenges in a patient, positive and constructive manner • Commitment to organisational and legal compliance • Culturally sensitive • Able to work effectively and diplomatically in a geographically dispersed and international team within a multi-cultural environment • Commitment to working in a collaborative manner, sharing information and learning 	
Other	<ul style="list-style-type: none"> • Willingness and ability to travel internationally regularly and at short notice, mainly within Cambodia, Laos and Vietnam 	

Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to Gareth.Goldthorpe@fauna-flora.org.

Please mark your application '**Grants & Operations Manager, BLF Lower Mekong Landscape, Asia-Pacific Programme**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **30 November 2023**.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Ema Infante, Sr HR Adviser (International), Fauna & Flora, on email: ema.infante@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity