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Payroll & Expenses Officer (Parental Leave Cover)

“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.

Finance Team

Fauna & Flora employs circa 570 people across 20 jurisdictions. We have 200 employees in the UK, and 25 international and 345 national employees working across Africa, Asia-Pacific, Eurasia and the Americas & Caribbean. Our Cambridge Finance Team is composed of a Transactional Finance Team, Finance Systems Team and Finance Business Partners. Our growing team comprises friendly and supportive colleagues with a customer service mindset who are keen to help colleagues across the globe to support the important work of Fauna & Flora.

The Opportunity

Fauna & Flora is seeking a Payroll & Expenses Officer (Parental Leave Cover) to join our team, playing a key role in preparing monthly payroll information, reviewing staff expenses in line with Fauna & Flora's Expenses Policy and HMRC guidance, advising on updates to the Expenses Policy as required, and supporting the finance team with management account information in relation to payroll. This role will suit an individual who is looking for exposure to payroll and expenses in a multi-currency, global organisation.

You will have experience in payroll, preferably including non-UK payrolls, and exposure to HMRC employee expenses and benefits regulations. As a member of the UK-based Finance Team, your strong communication, interpersonal skills and customer focus will enable you to build effective working relationships at all levels across the organisation.

You will enjoy working in a dynamic and fast-paced environment, where the ability to manage a variety of concurrent tasks is paramount. You will be comfortable researching technical financial guidance and documenting findings. In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, life insurance and salary exchange schemes.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

This role is not eligible for sponsorship for a Skilled Worker Visa.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	This is a temporary position to provide parental leave cover and will terminate on or before 3 August 2025 on the return of the Payroll & Expenses Officer from parental leave
Probation Period:	Three months
Gross Salary:	£31,505 per annum
Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
Benefits:	<p>25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed</p> <p>For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary</p>
Hours of Work:	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive. Part-time hours would be considered with a minimum of 27.5 hours per week.

Job Description

Job Title: Payroll & Expenses Officer (Parental Leave Cover)

Reports to: Financial Accountant

Key working relationships: Finance Team
People Team

Purpose:

To support the Finance and HR Teams in the timely and accurate preparation of UK and international payrolls and to ensure that staff expenses and Fauna & Flora credit cards are used in accordance with Fauna & Flora's Expenses Policy and HMRC regulations.

Specific duties:

Payroll

- Work with external payroll providers to prepare UK and international payrolls, ensuring accurate input and processing of all changes as advised by the People Team (including starters and leavers, changes in pay, sick pay, parental leave). Ensure deadlines are met to allow all payroll payments to be processed on time and in accordance with Fauna & Flora and regulatory deadlines.
- Assist with the compilation of the annual P11d and PSA returns.
- Conduct reconciliation of month end payroll debtors and creditors
- Assist in development of reporting system for in country payrolls.

Expenses

- Validate and reconcile employee expenses to receipts and ensure compliance with the Expenses Policy and HMRC requirements. Ensure any cash advances provided to staff in advance have been correctly included.
- Validate and reconcile Fauna & Flora credit card statements to receipts, ensure statements are submitted on time, and ensure compliance with the Expenses Policy and HMRC requirements.

Other

- Provide purchase ledger support including setting up new suppliers, confirming bank details, providing finance approval for purchase orders.
- Liaise with external advisers as required to ensure compliance with changes in tax, social security, pension and other payroll deduction legislation.

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Meticulous attention to detail, tenacious about compliance • Strong analytical skills • Ability to perform independent research of technical financial and compliance guidance and document findings • Excellent communication and interpersonal skills • Excellent organisation, prioritisation and time management skills • Advanced Excel skills • Excellent numeracy skills • Excellent spoken and written English 	
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of HMRC employee expenses and benefits regulations • Substantial knowledge and experience of processing UK payroll • Experience of working with HMRC and other national compliance regimes • Experience of working with an online expenses system 	<ul style="list-style-type: none"> • Experience of the Charity sector, preferably in an international organisation • Experience of working in a multi-currency/international environment • Experience of processing non-UK payrolls
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Customer service focus • Ability to build positive personal and organisational relationships • Excellent team player, with the ability also to work well independently • Flexible to respond to demands of operating across different cultures and time-zones • Enjoys researching issues and solving problems 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK • Commitment to and empathy with Fauna & Flora's mission and vision 	

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 david.depalmas@fauna-flora.org

Please mark your application '**Payroll & Expenses Officer**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 21 July 2024**. Interviews are likely to take place during the week commencing **Monday, 29 July 2024**.

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 Jade Bedwell, People Adviser, by Email: jade.bedwell@fauna-flora.org

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