



CANDIDATE PACK: HEAD — GLOBAL FINANCE

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TRAFFIC is a leading non-governmental organisation working to ensure that global trade in wild species is legal and sustainable, for the benefit of the planet and people. At a time of unprecedented biodiversity loss, TRAFFIC provides evidence, solutions, and influence to combat environmental degradation and ensure a nature-positive future. TRAFFIC has significantly grown in recent years, and our new **2030 Strategy** lays out an ambitious vision for transformational change and impact.

We are seeking a new Head – Global Finance to be responsible for ensuring the financial accountability of TRAFFIC International during the next phase of TRAFFIC's growth and evolution.

The Head – Global Finance is responsible for the consolidation of financial information from overseas TRAFFIC offices and outposted staff positions with that of the TRAFFIC International UK charity for incorporation into the statutory accounts. Overseas offices are located in Belgium, Cameroon, China, Malaysia, South Africa, Tanzania and Vietnam.



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MISSION AND STRATEGY

Trade in wild species is one of the world's most pressing conservation and development challenges. Global supply chains for wild plants and animals provide livelihoods for hundreds of millions of the world's poor. At the same time, illegal trade – one of the most profitable criminal activities worldwide – fuels environmental degradation and economic losses.

TRAFFIC was established in 1976 by IUCN and WWF to respond to the growing threats posed by illegal wildlife trade and overexploitation. We provide evidence-based solutions through rigorous research and analysis, rooted in science, data, and our expertise. Over the past decade, we have become the leading global trusted advisor to governments and intergovernmental processes, and bring public, private, and civil society stakeholders together in new partnerships.

Today, we have an international network of nearly 200 experts located in ten offices in Africa, Asia, Pacific, Europe, and the Americas – and leverage the conservation expertise of our founders IUCN and WWF, and other partners. We offer a strong network of knowledge across the environmental, social, economic, financial, and political dimensions of trade.

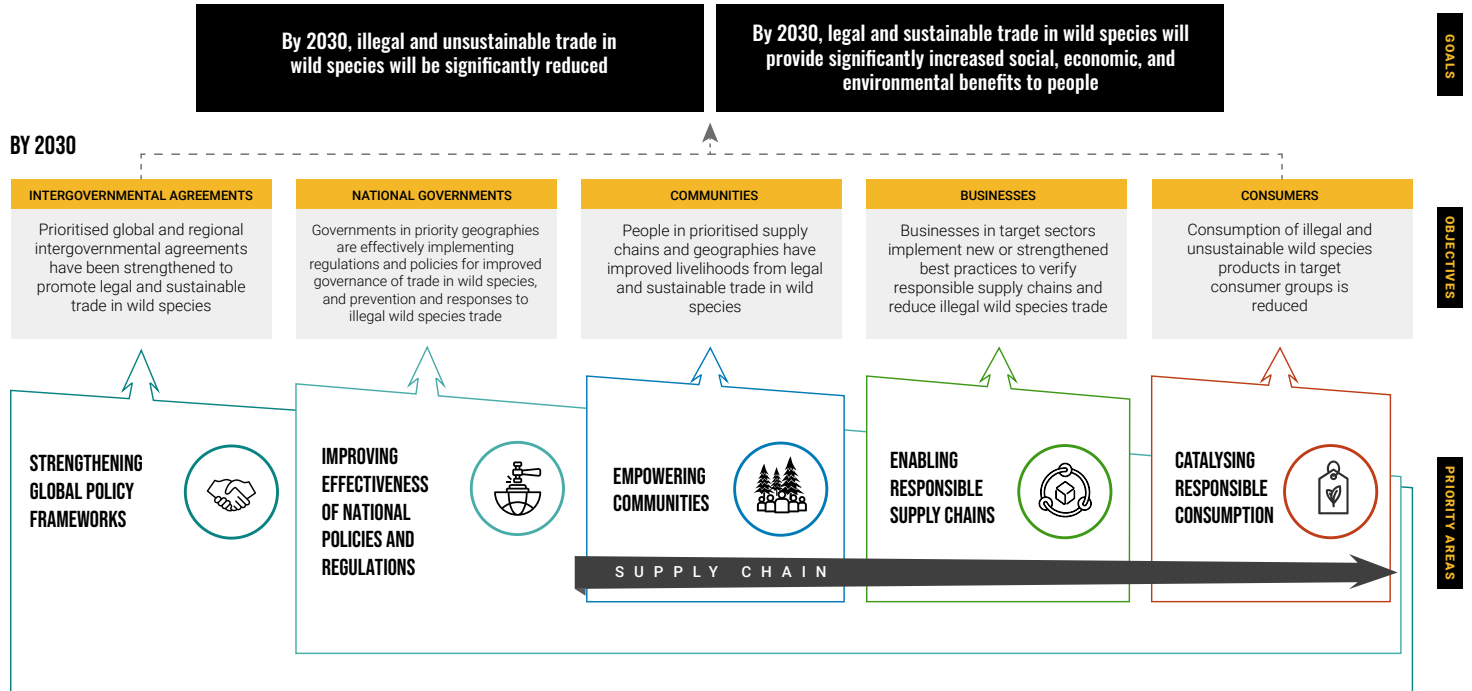
Our new [2030 Strategy](#) frames our mission, goals, and strategic priorities. Over the coming decade, we will drive TRAFFIC's work to achieve two high-level goals to ensure that illegal and unsustainable trade in wild species will be significantly reduced and that legal and sustainable trade in wild species will provide increased social, economic, and environmental benefits for people.

Our five priority areas of focus include: strengthening global policy frameworks, improving the effectiveness of national policies and regulations, empowering communities, enabling responsible supply chains, and catalysing responsible consumption.

As we scale up action in the five priority areas, we will adjust how we work in response to emerging issues and lessons learned from the implementation of our previous 2017-2022 strategy:

- *Doing fewer things but doing them bigger and better*
- *Rigorously prioritising actions that contribute to the 2030 goals*
- *Sharpening our global leadership in data collection, use, and access*
- *Leveraging innovation and technology for impact*
- *Stronger focus of gender and rights-based approaches*
- *Selectively broadening our core partnerships*

TRAFFIC'S MISSION IS
**TO ENSURE TRADE IN WILD SPECIES IS LEGAL AND SUSTAINABLE,
 FOR THE BENEFIT OF THE PLANET AND PEOPLE**



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ORGANISATIONAL AND FINANCIAL INFORMATION

TRAFFIC International is a charity and limited company registered in the UK, governed by a [Board of Trustees](#) in line with our [Articles of Association](#). The Board has established an Operations Committee with the delegated responsibility to review information on budgets, financial performance, organisational development and business risk, and to provide advice and recommendations to TRAFFIC management and the Board.

The Board delegates day-to-day management of the organisation to the Executive Director, who appoints the Senior Leadership Team. The Senior Leadership Team includes the COO, Senior Programme Director for Global Office, Senior Regional Directors (for Africa, Americas, and Asia), and global functional directors (fundraising, HR, and strategy). The Senior Leadership Team develops strategies and plans for the Board to review approve, and subsequently monitors and reports on performance against targets.

Our head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions. The organisation's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where we aim to help deliver priority programme outcomes.

During the fiscal year ended 30th June 2022, TRAFFIC group income totalled GBP11.4 million. Approximately 10% of income is unrestricted (largely core funding from our founding partners IUCN and WWF) and 90% is restricted (primarily grants from 107 projects from government agencies). Expenditures in FY22 amounted to GBP10.4 million. About 98% of expenditures were related to charity activities and 2% on raising funds.

In line with UK Charity and Company law, we produce an [annual report](#) each year which includes a full financial review as well as a retrospective look at the achievements of the year just past and identifies key areas of focus over the coming twelve months.

TRAFFIC is one of eleven members of the [Cambridge Conservation Initiative](#) (CCI), a collaborative partnership that brings together the biggest names in international biodiversity conservation with the University of Cambridge University.



JOB DESCRIPTION

The Head – Global Finance monitors financial performance of a combined income portfolio of £12 million annually.

The Head – Global Finance manages a team of finance staff based in Cambridge as well as providing functional management of finance staff in overseas offices. The position actively mentors finance and administrative staff in Cambridge and TRAFFIC more widely.

SPECIFIC DUTIES

FINANCIAL MANAGEMENT AND REPORTING

- Leads the development and implementation of sound financial and administrative policies, procedures and systems in TRAFFIC
- Oversees the financial status of TRAFFIC offices and develops consolidated analyses of the current and future financial status of the TRAFFIC International charity
- Assesses key areas of financial risk across the organisation including application of TRAFFIC's cost recovery framework and flags areas for improvement with the Chief Operating Officer and other senior managers
- Is responsible for the preparation of consolidated TRAFFIC management accounts
- Is responsible for regular consolidated financial management reports for submission to the UK Charity Trustees and their Operations Committee
- Ensures appropriate reporting is available for Senior Management and project staff
- Oversees Treasury management including general reserves and restricted funding cashflows.

STATUTORY REPORTING AND AUDIT

- Prepares the consolidated statutory financial statements with assistance from the finance and project administration teams
- Leads the annual external audit process, including: supervising the preparation of all audit schedules, responding to audit findings and implementing audit recommendations at a network level
- Monitors developments in UK charity accounting to ensure that TRAFFIC meets all relevant statutory requirements and recommended best practice
- Supports statutory audits of overseas subsidiaries including appointment of local auditors and management responses to audit finding reports
- Assists with project audits as needed.

INTERNAL CONTROLS

- Ensures that a robust internal control framework is in place to safeguard assets and to ensure sound financial management
- Works with the Project Support Unit to ensure that donor financial requirements are met
- Oversees implementation of internal controls and practices in overseas TRAFFIC offices, ensuring that TRAFFIC policies and procedures are followed
- Works, where necessary, with TRAFFIC hosts to ensure consistency with TRAFFIC financial reporting standards
- Provides regular briefs to the Chief Operating Officer in terms of financial performance (progress, underperformance, challenges) in programme offices.

FINANCE INFORMATION SYSTEMS

- Oversees the operation of the TRAFFIC-approved accounting system in TRAFFIC programme offices
- Works with senior finance staff and systems support consultants to identify and implement improvements and enhancements to the current system.

RECRUITMENT AND TRAINING

- Assists with recruitment and development of finance staff, including in programme offices
- Provides ongoing support to finance staff in the preparation and evaluation of monthly financial reports focusing on organisation-level consolidation, financial policies and procedures, and the use of the TRAFFIC standard accounting system
- Collaborates with finance, accounting, and programme staff on ensuring best practice in the development of budgets and management of restricted funds.

GENERAL

- Participates in internal management structures as appropriate, including the operations leadership team.
- Undertakes any other duties appropriate to the grade that may be determined from time to time in consultation with the Chief Operating Officer.



REQUIREMENTS OF THE ROLE

KEY REQUIREMENTS AND EXPECTATIONS

- A recognized accounting qualification (ACCA, ACA, CIMA CIPFA)
- Relevant and proven work experience in a similar finance role, with responsibility for a wide range of accounting functions including financial accounting and management
- Knowledge of UK charity accounting and relevant legislation required – knowledge of IFRS desirable.
- Experience in overseeing financial management of restricted funding and application of cost recovery models required
- Strong experience in operation of accounting software packages
- Proven ability to be proactive in prioritising own workload to meet deadlines.
- Experience of team management and working in different cultures
- Fluency in English - ability to work in another language is an advantage
- Ability to travel to overseas TRAFFIC offices on occasion.

SUPERVISION

The Head – Global Finance will be responsible for direct line management of Finance Staff in Cambridge as well as functional responsibility for guiding TRAFFIC finance staff throughout the network. May also supervise project consultants on an as-needs basis.

TERMS OF APPOINTMENT

The range on offer for this role is GBP60,000 - GBP65,000 per annum, and the role will be located in Cambridge, UK.

This is a full-time position, based on a UK package. Additional benefits include: 12% employers pension contribution, life assurance (4x salary), and 27.5 days of annual leave (plus bank holidays).

TRAFFIC offers the opportunity to work flexibly and supports hybrid working. In order to maintain the benefits of face-to-face collaboration and a strong organizational community within TRAFFIC and the Cambridge Conservation Initiative, we expect staff in the UK office to work from the office for at least 50% over a two-week period, with a larger portion during the probation period.

HOW TO APPLY

If you have the talent, skills and experience we are looking for and would like to apply for this position, please upload your cover letter and CV to our recruitment system (hosted by IUCN) at: [IUCN-HRMS Vacancy Details](#).

The deadline for applications is Sunday 15 October 2023.

We are committed to promoting equality, valuing diversity, and working inclusively across our entire organisation. We seek to uphold these principles in our behaviour and practices – as an employer and as a global thought leader. TRAFFIC wishes to encourage applications from experienced leaders drawn from a wide variety of backgrounds who can drive and inspire change and contribute to an organisation seeking to create significant and lasting change in the field of legal and sustainable trade of wild species. We particularly welcome applications from under-represented groups, and candidates with disabilities.

Candidates with any queries on this position can contact us at: recruitment@traffic.org.

If you share our passion for the natural world and want to help us achieve our vision, we'd love to hear from you.

TRAFFIC®

