Job Description - Finance Systems Implementation Manager

Bees for Development promotes sustainable beekeeping as a means of alleviating poverty and promoting biodiversity. We run practical, community-based projects around the world. Our principal activities are the development, funding and support of locally-run, self-sustaining education initiatives and supporting market access.

We now seek a talented and experienced accountant to join our team as Finance Systems Implementation Manager to contribute to the successful further achievement of our work.

Purpose of the role

BfD is currently made up of two organisations:

- The Troy Trust, which is an unincorporated registered charity, with a working title of Bees for Development Trust (BfD Trust).
- Bees for Development Limited (BfD Ltd), which is an independent limited company that delivers projects on behalf of BfD Trust, undertakes consultancies, runs courses, and retails bee-related products through a shop in Monmouth and webstore.

We are planning to restructure by moving BfD Trust and most of BfD Ltd activities into one Charitable Incorporated Organisation, with a trading subsidiary if required.

Responsibilities

To design and implement financial systems and processes for the newly combined entity. This is an exciting opportunity to create an efficient financial system that transforms the charity’s ability to operate, and enables it to better manage the growth that is forecast. This is a part time role for an estimated six months: a detailed workplan will be agreed with the successful candidate. This project is strategically important, and we are keen to complete the work as soon as possible.

The Manager will report to Nicola Bradbear, Director of BfD. To fully understand the future organisation’s requirements, the FSI Manager will need to undertake detailed interviews and collaborate closely with:

- Our Fundraising Manager, Project Managers, and Trustees.
- Our part time (1 day per week) Accountant.
- The Treasurer of BfD Trust.

BfD Ltd has recently adopted the accounting package Xero and ideally would like to use this software for the combined entity. BfD Trust currently keeps accounts in Excel.
The new financial systems and processes will cover all activities of the charity and will include:

- Financial Planning including budgeting
- Financial Accounting
- Day to day activities
- Management Accounting – for management, Trustees, and other stakeholders
- Project Accounting
- Internal Controls
- Integration with our CRM - Salesforce
- Ensuring high standards in meeting fiduciary requirements.

The systems and processes should be simple yet effective and ensure value for money is being achieved in all areas of operation. The role will involve providing support to the Director, Nicola Bradbear as required during this period of significant change.

**Person specification**

The ideal candidate will be a qualified accountant with prior experience of the design and implementation of financial systems for small/medium organisations. Knowledge of the charity sector and some familiarity with the charity SORP would be a bonus.

**Terms of employment**

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<tr>
<th>This post is responsible to:</th>
<th>Director, Bees for Development</th>
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<tbody>
<tr>
<td>Period of employment:</td>
<td>Flexible – two months’ work to be achieved within six months</td>
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<tr>
<td>Location:</td>
<td>Monmouth, South Wales, UK. It will be possible for some of this work to be completed remotely</td>
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<tr>
<td>Fee:</td>
<td>To be agreed, dependent upon experience</td>
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**To apply**

Please complete the BfD vacancy form (PDF on our website or request a copy in Microsoft Word) and send to vacancies@beesfordevelopment.org before the closing date of 22 June 2020. Interviews will take place in June.

You are welcome to send your CV and/or a covering letter in addition to the completed vacancy form.

**Organisation background**

**Bees for Development** is an information centre, research body and development organisation working at the heart of an international network of people and organisations involved with apiculture.

BfD believes that apiculture is a valid, feasible way for marginalised communities to create environmentally sustainable and economically resilient livelihoods, while bees maintain biodiversity by their pollination services.

BfD assists people living in poor and remote areas of the world - lifting them out of poverty through beekeeping. We work with community groups and associations, raising the profile of apiculture in developing countries to ensure a sustainable future for bees, people and the environment.
Founded in 1993, **BfD** was the first organisation to promote the advantages for bees and people of simple, sustainable, natural beekeeping methods.

We track our progress towards our five strategic objectives:

- Connecting beekeepers all over the world within our network of experts, specialists and keepers of knowledge.
- Building the capacity of beekeeper organisations in developing countries so that they represent their members and deliver good service.
- Helping beekeepers to access fair and reliable markets so that they can earn more and support their families.
- Developing policy so that the contribution of beekeeping to biodiversity and sustainable livelihoods is recognised and supported.
- Furthering knowledge and understanding about sustainable apiculture - the science, theory and practice.