

Tropical Biology Association Office Manager, UK



The Tropical Biology Association is a small NGO based in the David Attenborough Building in Cambridge, UK, with a sister office in Nairobi, Kenya. It gives scientists the skills, support and confidence to manage natural resources in tropical regions effectively and sustainably. We do this through field courses and training workshops in Africa and south-east Asia, alongside online training. TBA works with a global network of experts.

The Tropical Biology Association has launched the careers of over 2,000 environmental scientists, half from Africa and from Asia. Many are now leading conservationists, working in research, government and NGOs.

The TBA is run by a small team of passionate staff based in Cambridge and Kenya and we are looking for someone who will manage our office in Cambridge and help us continue to deliver impact for conservation.

This is a very varied role in a small dynamic office, where all team members are responsible for their own workload but also work closely with each other. The Office Manager reports to the Executive Director. The Office Manager is responsible for the work areas detailed in the job description.

Applicants must have the right to work in the UK.

TBA is an equal opportunities employer and strives to build an inclusive work environment.

Location:	Cambridge, UK; office-based
Hours:	Full- or part-time; to be agreed
Contract:	Open-ended
Salary:	Salary will depend on experience and will be in the region of £ 27,000 - £31,000 (gross pro rata)
Benefits:	Pension 8% of salary
Application deadline:	End of 8 th August 2024
Interview date:	16 th or 19 th August

Please read the job description and person specification on the following pages.

Details of how to apply are on the last page.

European Office
The David Attenborough Building
Pembroke Street
Cambridge CB2 3QZ, UK
tba@tropical-biology.org



African office
Nature Kenya
PO Box 44486 00100
Nairobi, Kenya
tba-africa@tropical-biology.org

JOB DESCRIPTION

Administration of the field courses and training workshops

The Tropical Biology Association runs one or more month-long field courses annually as well as a variety of other training activities, mostly in Africa and south-east Asia, with many including an online component. The Office Manager works closely with the Course Coordinator on tasks relating to the courses. These include:

- Advertising courses:
 - Preparing course adverts
 - Disseminating these in conjunction with the Nairobi office
- Finance relating to the courses
 - Receiving and keeping track of course fees paid
 - Making payments and reimbursing expenses
 - Preparing summary accounts of course costs
- Travel
 - Investigating and booking flights for course participants and teachers – these will generally be within Africa and South-east Asia – liaising with the passengers to ensure flights are suitable and that they understand the arrangements

Book-keeping and finance

The Tropical Biology Association receives much of its funding from foundations and grants, sometimes in US dollars or euros, and accurate book-keeping is essential so that reports can be prepared for the funders. The Office Manager is responsible for day-to-day book-keeping but also for providing the Director with reports on income and expenditure. This includes working with different currencies including Kenya and Uganda shillings and more unfamiliar currencies. Tasks include

- Day-to-day book-keeping and assisting with accounts
 - managing cash accounts and using book-keeping software and spreadsheets to keep track of income and expenditure
 - paying invoices and transferring funds when requested and authorised
 - preparing and sending invoices
 - answering queries and providing additional information as requested to the accountants
- Assist with grant management
 - Keeping track of grant-related income and expenditure
 - Helping colleagues prepare reports

Reports and communications

- Work with colleagues to compile and distribute reports including
 - Director's Report and Annual Report
 - Reports on activities and to funders

Other tasks

The role is very varied and the Office Manager deals with many other tasks such as

- general office tasks, such as insurance, health and safety and IT provision
- assisting with keeping the website up to date (depending on experience)



TROPICAL BIOLOGY ASSOCIATION

PERSON SPECIFICATION

Educated to A level standard

Good knowledge of Excel, Word and other office software

Excellent organisational and administrative skills

Excellent communication skills

Ability to use own initiative and judgment

Ability to work independently as well as part of a small team

Flexible approach to managing high workload with multiple tasks in a changing environment

Good interpersonal skills, diplomatic and able to work well with people

Experience of office management and administration

Experience of spreadsheet packages and of book-keeping and tracking budgets

An interest in conservation or education is desirable.

Applicants must have the right to work in the UK.

How to apply

Please email your CV and a covering letter stating why you consider yourself suitable for the job.

Please put Office Manager and your name in the subject line

Send to: TBA@Tropical-biology.org

Application deadline: end of 8th August 2024

Interview date: 16th or 19th August

Applications will not be acknowledged

If you have not heard from us by the end of August, I regret your application will have been unsuccessful.



TROPICAL BIOLOGY ASSOCIATION

Registered charity no: 1116111 Tropical Biology Association Limited, registered in England & Wales, no: 05827864