



together possible.

Finance and Administration Manager, WWF-CAR

WWF-Central African Republic is looking for a motivated, passionate and accurate Finance and Administration Manager, to supervise the financial and administrative operations of the Country Office and the Dzanga Sangha Protected Areas (DSPA)

Location:

Bangui, Central African Republic.

Duration of the assignment: 2 years renewable subject to successful probation.

The Role:

To ensure efficient and effective Financial & Accounting operations, Logistics and IT services, systems, internal controls as well as a sound management of financial resources to delivering conservation activities and overall strategic plan.

Main responsibilities:

A. Financial Management and Reporting

- Ensure that internal accounting and finance operations in the Country Offices comply with WWF standards and donor obligations.
- Monitor submission of financial reports to ensure that these are timely, complete, correct and appropriate. Identify problems and assist in providing solutions;
- Through regular training and refresher sessions, ensure all concern finance/accounting staff have a sufficient knowledge of all relevant Swiss Gaap principles and policies.
- Monitor cash flows of both the National Office and projects;
- Promote, support and initiate any action needed to raise awareness of and adherence to WWF policy on Fraud and Corruption by Finance/accounting staff as well as by any other staff and non-staff involved in any activities linked to Finance/accounting operations (Programme managers, administrative assistants, travellers, partners, consultants etc...)
- Liaise with concerned stakeholders and ensure a sound and effective Financial Sustainability Plan is developed, maintained and updated in line with the Strategic Plan objectives.
- Co-ordinate all external and internal audits with auditors concerned. Direct the preparation of all audit schedules. Review the auditors' recommendations with the National Office and project staff concerned and develop joint responses to the audit along with a concise plan for implementing audit recommendations;
- Supervise the finance and accounting services and staff;

B. Asset Management

- Ensure that acquisitions and disposals of assets are properly approved and recorded;
- Ensure that there is insurance cover for assets and that it is appropriate;

C. MIS (Management Information System)

- Ensure the use of WWF accounting and MIS systems guidelines set by WWF;
- Ensure that an appropriate training is in place for hardware and software (particularly Oracle) use and that all employees have an acceptable skill level as necessary.

D. Logistics, Procurement and general Administration

- Supervise logistics staff and ensure a proper level of performance of duties;
- Ensure compliance with Field Operations Manual requirements;
- Ensure security in WWF sites with respect to WWF procedures and legal environment.
- Ensure that the procurement of goods and services are aligned with the WWF FOM requirements;
- Carry out periodic controls of the procurement system and procedures to ensure that both are being used efficiently and effectively in the Country Office and DSPA;
- Ensure that all laws with respect to taxes and duties are respected and that all authorized exemptions are obtained.
- Administrate insurance contracts of WWF assets and personnel;

Required Qualifications, Skills and Competencies

- Minimum a bachelor's degree in Accounting or Financial Management;
- 7 years' experience, which at least five (5) years in a leadership role, with demonstrated success in an international environment (NGO or Company);
- Full accounting qualification i.e. CPA, ACCA or equivalent will be a plus;
- Demonstrated skills in developing, managing and evaluating financial and administrative plans and policies;
- Experience working with government and donors;
- A thorough knowledge of and dexterity with accounting's softwares and systems.
- Good leadership abilities;
- Ability to work under pressure;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within WWF CAR and, as required, with external stakeholders;
- Excellent oral and written communications skills in English and French;
- High ethics and a personal commitment to transparency and accountability;
- Demonstrates WWF behaviours in way of working: *Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly.*
- Adherence to WWF's values, which are Knowledgeable, Optimistic, Determined and Engaging.

Please consult the attached job description for more information on the position.

How to apply?

Interested candidates who meet the above requirements are invited to send:

- A cover letter
- A detailed CV

All applications should be sent to recruit-roaydehub@wwf.panda.org. The subject should read **FAM-CAR 2018**

Deadline for applications: **27 Avril 2018**

*Females and Nationals applicants are strongly encouraged,
WWF is an equal opportunity employer and committed to have a diverse workforce.*