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JOB DESCRIPTION

Position Title: Finance and Administration Manager

Reports To: Country Coordinator with technical reporting to the Finance Manager Africa
Supervises: Finance, and Administration staff
Grade: B1
Location: Bangui, CAR
Updated on: April 2018

I. Mission of the Department:

In a spirit of excellence, integrity and dedication, the Finance & Administration Department is committed to provide timely, accurate, clear and complete information and support for a high performing WWF-Central Africa Republic Country Office (CARCO) with 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.

II. Main Function:

Supervises the financial and administrative operations of the Country Office and the Dzanga Sangha Protected Areas (DSPA) in cooperation with the Africa Finance Team. Ensure the implementation of policies and procedures on all Finance, Logistics, administration, auditing, Management Information System (MIS) systems, financial and budgeting activities and internal controls of the DSPA.

III. Major duties and responsibilities:

A: Financial Management and Reporting

1. Ensure that internal accounting and finance operations in the Country Offices comply with WWF standards and donor obligations.
2. Supervise the finance and accounting services and staff;
3. Monitor submission of financial reports to ensure that these are timely, complete, correct and appropriate. Identify problems and assist in providing solutions;
4. Ensure that established WWF Field Office Procedures and policies (as outlined in the WWF International Field Operations Manual - FOM) are properly and systematically applied, proper use is made of all accounting related systems in the Office, particularly Oracle, C2G, Panda Pays..... Ensure appropriate training is provided to staff to comply with the above and for operations efficiency;
5. Through regular training and refresher sessions, ensure all concern finance/accounting staff have a sufficient knowledge of all relevant Swiss Gaap principles and policies.
6. Monitor cash flow of both the National Office and projects;
7. Review and approve all project cash flow projections;
8. 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...)
9. 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.
10. 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;
11. Assists in the review of all WWF CAR project proposals to be submitted for funding;
12. Hold quarterly reviews with the PTA to assess the projects' current financial situation;
13. Develop and maintain an appropriate cost recovery system to ensure that the National Office costs are correctly funded or transferred to contributing projects;



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14. Review and circulate a monthly statement of bank balances to the PTA and the Country Coordinator;
15. Review and approve all bank reconciliation statements monthly; Assists the Country Coordinator to coordinate the preparation of annual operational / project budgets and forecasts for the Country Offices and DSPA, in accordance with the annual planning cycle and in close collaboration with project staff;
16. Review and approve the annual project budgets and project forecasts ensure that budget planning will require close collaboration with finance, accounting, administration and programme staff;
17. Ensures that all project budgets are fully funded;
18. Assist in the undertaking of proposals preparation, review and approval;
19. Participate in the development of the annual business planning process and ensure its implementation over the period covered;
20. Provide support and carry out other related tasks as the Principal Technical Adviser (PTA) and the Country Coordinator may require from time to time;
21. Ensure regular follow up of all operations related key performance Indicators (KPI) and play a role of country focal point for dashboard updates and analysis.

C. Asset Management

1. Institute appropriate organization and control of inventory of real property and annual inventory for the PDS and Country Office;
2. Ensure that assets are properly accounted according to WWF FOM;
3. Ensure that acquisitions and disposals of assets are properly approved and recorded;
4. Ensure that there is insurance cover for assets and that it is appropriate and economical;
5. Ensure that all projects benefit from available tax and duty exemptions and comply with any fiscal obligations in relation to assets.

D. MIS (Management Information System)

1. Ensure the use of WWF accounting and MIS systems guidelines set by WWF;
2. Monitor hardware and software needs of all users – recommending solutions to computing problems where necessary;
3. Ensure the MIS systems are properly maintained and updated;
4. 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.

E. Logistics

1. Supervise logistics staff and ensure a proper level of performance of duties;
2. Ensure compliance with FOM and WWF ROA for maintenance and management of property (Vehicles, Main Office);
3. Ensure security in WWF sites with respect to WWF procedures and legal environment.
4. Lead the logistics team and ensure that the CAR program has the operational capacity for current and future growth.

F. Procurement

1. Ensure the use of WWF FOM in respect of procurement of goods and services;
2. Control personnel responsible for procurement in the DSPA;
3. 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;
4. Ensure that all laws with respect to taxes and duties are respected and that all authorized exemptions are obtained.

G. Contract and general Administration



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1. Ensure that the DSAP and the National Office fulfil their contractual obligations with regard to timely and quality financial reporting and budgeting;
2. Ensure that projects funds are called on a timely basis on the basis of the procedure agreed with each donor;
3. Assist the PTA in meeting other contractual obligations to the donors when possible;
4. Administrate insurance contracts of WWF assets and personnel;
5. Ensures all operations are carried out in strict application of the CAR laws and regulations in force and ensures that the policies and procedures are adapted, where necessary, to reflect these laws and regulations in coordination with the ROA where local laws & regulations contradict WWF International policies & procedures.

Perform other duties if required.

IV. Profile

Required Qualifications

- 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.

Required Skills and Competencies

- 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;
- Adherence to WWF's values, which are knowledgeable, Optimistic, Determined and Engaging.
- Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly.

V. Working Relationships

Internal: Interacts and works closely and on a regular basis with finance staff in all WWF CAR offices, as well as with other WWF CAR managers and project staff. Coordinates and interacts as appropriate with members WWF ROA, WWF International, and other WWF offices.

External: Interacts as required with governmental institutions, donors, partners and other stakeholders, in collaboration with the Country Coordinator and/or the Regional Finance Team, as appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.



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Prepared by Finance & HR Manager ROA: _____ Date: _____

Reviewed and approved by Country Coordinator: _____ Date: _____

Accepted by staff: _____ Date: _____