WWF PACIFIC

JOB DESCRIPTION

Position Title: Projects Accountant
Department: Finance
Reports to: WWF Fiji – Finance Manager
Supervises: Nil
Location: Suva, Fiji
Date: July 2023

I. Mission of the Department:
To build world class finance processes and procedures and deliver outstanding financial and commercial
guidance to the conservation work in terms of decision making whilst providing a fulfilling working environment
for our staff. The department is committed to providing timely, complete, accurate, quality reports to its parties
who have vested their interest in the organization for the greater good as well as protecting WWF’s assets both
real and intangibles and ensuring WWF’s compliance with the states regulations.

II. Major Functions:
Responsible for the accounting process of WWF-Fiji Projects. S/He assists the Fiji Programme Accountant in
donor reporting, network reporting and internal reporting for WWF-Pacific in ensuring the compliance of finance
and accounting systems, policies and procedures from WWF-Pacific, WWF International and donors.

III. Major Duties and Responsibilities:

Accounting and Financial Management
- Preparation of FJD and Foreign Bank Account Reconciliation and ensure in accordance with WWF FOM:
  Managing Banks & Cash
- Perform Petty Cash count monthly in accordance with FOM: Managing Banks and Cash
- Review of Purchase Requisitions/ Travel Advances received for compliance with the WWF FOM
- Record Medical Reimbursement and health and well-being payment records
- Enter accounting records of all receivable, payables, prepayments, interoffice, acquittal, travel advance,
  staff advance, receipts, internal account transfers. (Focal Lead rotates)
- Prepare supplier/service provider payments on ANZ Transactive and entering accounting records (Focal
  Lead Rostered)
- Ensure proper documentation and approvals is received for payments processing- 3 way checks
  performed.
- Updates shared master listing of accounts payable for respective payment requests received
Travel Advance and Acquittals
- Receive and register acquittals from all staff.
- Review and verify acquittals for accuracy and compliance with necessary supporting documents attached.
- Ensure expense claims are in compliance to WWF FOM's and donor requirements
- Be in constant communication with staff in raising awareness on breaches in policy.
- Complete the review process and sign off before submitting to Finance officer for postings to ACCPAC.
- Conduct spot checks for the validity of receipts and expense amounts and report on any suspicious claims or unverified claims from vendor or suppliers.

Monthly Procedures and Reporting
- Prepares carbon emission entries and travel insurance entries from Market South Portal Data.
- Prepares of Common Cost Recovery Entries & Staff Cost Recovery (Focal Lead rotates)
- Prepares Salaries Reconciliation, worksheet and entry of accounting records (Focal Lead rotates)
- Posts monthly revaluation entries in accounting system (Focal Lead rotates)
- Prepares Incoming Grant Sheet Template for allocated project

FRCS and FNPF Issues (Focal Lead Rotates)
- Ensure proper reconciliation of FNPF, Provisional Tax, Withholding Tax and PAYE.
- Prepare the Monthly FNPF CS Form, the FRCS EM Summary.
- Ensure timely upload of the CS form and EMS to the respective portals.
- Liaise with FRCS and FNPF to clear any outstanding issues on lodgments and payments.
- Obtain tax certificates or tax clearances if and when necessary.

Projects Budgeting (Assigned Projects)
- Assist in preparation of grant projects budgets with Project Managers.
- As soon as budget is approved set up Chart of Accounts for project using ACCPAC upon budget approval.
- Assist to coordinate annual FY project budgeting with Project Managers
- Entering annual project budgets and forecast in ACCPAC (original and revised version)
- Assist in monitoring Progress of Expense against project budget in consultation with FM and HFAI.
- Assist with proposals development budgets.

Projects Reporting (Assigned Projects)
- Send monthly project GL listing & Project reports to project Managers
- Preparation of regular expenditure variance analysis report to all project managers.
- Liaise and discuss GL reports with Manager and obtain signoffs
- Prepare project cash balance report and submit to FM and HFRC
- Prepare Quarterly donor project reports in donor template and submit to donor
- Respond and address all Q&A from donors in a timely manner
- Provide allocated project burn rates to FM for consolidation

Filing and Records retention
- Responsible for filing of all financial information relating to respective entries performed (Bank Payment Vouchers-BPV, Bank receipt vouchers-BRV and Journal Vouchers-JV)
- Files all allocated reconciliation performed and invoices issued
- Files donor contract of allocated projects on shared drive

Internal and External Projects Audit
- Ensure timely collation of information requested by Auditors for project audits.
- Constant communication with external and Internal Auditors to solve queries during project audit periods.
- Ensure smooth closure of project audit, timely response provided to Auditors for Management letters and implement audit recommendations prescribed by Auditors for project audits
- Ensure all donor requirements specific to the projects are met in order to obtain an unqualified project audit opinion.

Other Duties
- Represent finance in one of the committee’s (Social & Health and Well Being/ Green Office/ OHS Committee) of WWF Fiji and provide monthly update to finance department from the committee.
- Provide General Staff Meeting(GSM) updates for the finance department every month to the allocated allocate chairperson of the GSM
- Rotation of being the chairperson of GSM on finance department roster.
- Stay up to date with Performance Development Journey (PDJ)
- Perform other tasks as directed by supervisor or HFRC
IV. Profile:

**Required Qualifications and Experience**
- A bachelor’s degree in accounting or financial management is mandatory.
- At least 3 years’ experience in the accounting field.
- Experience working in an NGO environment would be an added advantage.

**Required Skills and Competencies**
- Proven ability in managing financial and basic administrative operations.
- Strong accounting skills.
- Knowledge of financial tasks such as creditors, payments, banking and records keeping, budgeting, financial reporting.
- Excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Operating experience with ACCPAC accounting software and understanding of database fundamentals.
- Ability to set priorities successfully working with minimal supervision.
- Ability to work under pressure and meet strict reporting deadlines.
- Possess drive and initiative, with ability to determine and achieve objectives.
- Highly developed organizational and people management skills.
- Have flexible approach and a willingness to work outside normal hours.
- Fluency in written and spoken English is essential to communicate with WWF-Pacific staff, other WWF offices and donors.
- Brings to life, WWF’s Ways of Working which are: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
- Adheres to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

**Internal:**
- Liaise closely with the Regional Accountant.
- Interact closely with the Finance team and regularly with the staff in the Fiji Programme and as and when required with WWF International and other national offices.

**External:**
- Regular liaison with project executants, donors, other partner organizations.

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.

Prepared by Supervisor: ___________________________ Date: ________________

Accepted by Staff member: _________________________ Date: ________________