

VACANCY

Finance & Administration Manager PNG

WWF-Pacific, the global conservation organization is seeking to recruit a **Finance & Administration Manager** who will report directly to the Country Manager PNG and technically, to Pacific Head of Finance, Administration, Risk & Compliance. The Finance & Administration Manager will ensure the implementation of Finance, IT and Administration systems, policies and procedures in WWF-PNG. Key to this role is the adherence to strict timely reporting on KPIs, budget forecasts and other financial reporting. Experience with ACCPAC and VENA software would be an advantage.

As a member of WWF PNG's country management team, the Finance & Administration Manager also shares responsibility for the overall performance of the WWF PNG country programme.

The position will be based in WWF-Pacific's Port Moresby Office, Papua New Guinea.

Requirement Qualifications and Experience

- A Degree in Finance, Accounting and/or Business Management or professional accountancy qualification;
- At least five years' professional experience in Finance, Accounting and supervisory, with a strong emphasis in the development, management and monitoring of financial systems;
- ACCA qualification or equivalent is preferred;
- Professional membership / accreditation towards an Accounting institute would be ideal.

Required Skills and Competencies

- Demonstrated ability to work effectively with local people and as a member of a multi-disciplinary and multi-cultural team.
- Excellent organisational and interpersonal skills.
- A team leader with a successive management skills
- Fluency in English (written and spoken).
- Good computer skills in spreadsheets, accounting software, and word processing.
- Requires people management experience.
- Passionate about the environment and conservation.
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identify and align with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health (medical cover), and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 2 years depending on annual performance review and funding availability.

Job Description

For more information on the role, the job description that interest you can be downloaded from our website: www.wwfpacific.org

How to Apply?

Interested applicants are encouraged to send an application in PDF format, including a complete CV with full contact details of three (3) professional referees. Please also indicate in your application how you found out about this advert. Applications addressed to the Pacific Head of People & Culture, should be sent via email with the subject **“WWF Vacancy: Finance & Administration Manager PNG”** to ppo.hr_recruit@wwfpacific.org by close of business, **Friday, 12 January 2024**.

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.