VACANCY
Finance & Administration Manager, WWF Solomon Islands (SI)

About WWF
WWF’s work in the Pacific spans three countries with offices in Papua New Guinea, the Solomon Islands and Fiji, where our regional hub is based in Suva. Since the mid-1990s we have been working hand in hand with local partners and communities to protect and restore the region's astonishing natural heritage, relied upon by millions of people for food, water, livelihoods and protection from climate change. The impacts of effective conservation in this trio of Large Oceanic States extends far beyond their geographic boundaries. In Papua New Guinea, for instance, WWF is working in the third largest tropical rainforest in the world, home to a staggering 7% of the world’s total number of species. Papua New Guinea and the Solomon Islands host part of the Coral Triangle, where 76% of all coral species are found. Tuna come here to spawn, whilst sea turtles, whales, dolphins, dugongs and whale sharks feed, breed and migrate through these waters. Fiji meanwhile is home to the world’s third longest continuous barrier reef system that supports some of the only coral reefs thought to remain under current climate change scenarios.

As the planet faces a deepening crisis of nature loss the Pacific Islands face their own significant challenges: deep sea mining, deforestation, overexploitation of fisheries for local and global consumption, plastic pollution all pose imminent risks. The existential threat of climate change is ubiquitous and has worsened, with impacts already felt across the region.

About the Role
Reporting to the Country Manager SI, 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-SI. 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 SI’s country management team, the Finance & Administration Manager also shares responsibility for the overall performance of the WWF SI country programme.

The position location – Honiara, Solomon Islands.
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.
- CPA 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.
- Excellent communication skills, fluency in both written and spoken English and Solomon Is Pidgin
- 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 SI” to ppo.hr_recruit@wwfpacific.org by close of business, Friday, 19 April 2024.

WWF is an equal-opportunity employer and has a genuine commitment to diversity and inclusion. We encourage candidates of all cultures, genders, abilities and experiences to apply. Only short-listed candidates will be called for interviews.