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WWF PNG

JOB DESCRIPTION

Position Title: PNG Project Accountant
Department: Finance
Reports To: WWF PNG – Finance Manager
Supervises: Nil
Location: Port Moresby, PNG
Date: May 2024

I. Mission of the Department:

- II. 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.

III. Major Functions:

- Ensure that the day to day accounting operations for the WWF-Pacific PNG Country office is carried out in accordance with WWF Finance and Accounting policies and procedures also maintain transparent timely and effective financial reporting to WWF PNG Finance Manager

IV. Major Duties and Responsibilities:

Accounting and Financial Management

- Review Medical Reimbursement and Health & Well Being records
- Review purchase requisition for correct charges into projects.
- Observe Petty Cash Count Monthly in accordance with FOM: Managing Banks & Cash
- Prepare Daily Cash Balance Analysis for all bank accounts in PNG
- Review and sign off on Payment vouchers and post payment entries into ACCPAC software.
- Review of receipts postings and ensure all incoming received is correctly recorded in accordance with WWF Income recognition procedures.
- Review of Common cost recovery entries to ensure that correct allocation is carried out to correct projects
- Review of acquittal postings for correct charges against valid projects.
- Review Staff cost recovery monthly to ensure amounts recovered are within donor specifications and budget.
- Prepare cash flow statement.
- Assists the Finance manager in maintaining adequate controls and assisting in the annual key control checklist

- Ensures monthly revaluation entries and carried out in correct periods.
- Review monthly carbon emission & travel insurance entries
- Reviewing Travel advance register and payment register for completeness and accuracy.

Accounting Reporting and Reconciliation

- Review of Super annuation and PAYE reconciliations in accordance with statutory requirements
- Review of the Bank Account Reconciliation and ensure in accordance with WWF FOM: Managing Banks & Cash
- Review of salaries reconciliation to ensure GL reconciles with Payroll software and all statutory (Superannuation, PAYE) deductions are accounted for with high accuracy.
- Performing the following reconciliations monthly; Travel Advance Reconciliation, Staff Advance Reconciliation, Inter office reconciliation, Receivable reconciliation, Prepayment Reconciliation, Payables Reconciliation and Accruals Reconciliation,
- Monthly preparation of Trial Balance Checklist, Ageing Trial Balance, Incoming Grants Sheet, Leasing Schedule(NO6), Schedule of amounts received from WWF International (Attachment #1), schedule of amounts received directly from other WWF Entities (Attachment #2), schedule of funding to other WWF entities (Attachment #5)
- Quarterly preparation of Income and Expenditure Report PNG Office (R1), Income and Expenditure Report Core (R2), Balance Sheet (R4) and Overview of project funding situation (R6)
- Ensures accounts receivable aging is maintained and submitted to FM on quarterly basis

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 HFRC.
- 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 notify any negative cash balance in projects to FM and HFRC
- Prepare Quarterly donor project reports in donor template and submit to donor
- Prepare Quarterly income and expenditure project reports (R3 format)
- Respond and address all Q&A from donors in a timely manner
- Provide allocated project burn rates to FM for consolidation
- Attend monthly/quarterly Donor calls.

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.
- Ensure recommendations are adhered to from any audit report.

Grants & Third Party Accounting

- Disburse funds to contractor according to contract.
- Review financial reports from contractor.
- Prepare all Third Party and Grants reconciliations.

Other Duties

- Represent finance department in one of the committee's (Social & Health and Well Being/ Green Office/ OHS committee) of WWF PNG and provide monthly update to finance department from the committee
- 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 the Supervisor or Manager.

V. Profile:

Required Qualifications and Experience:

- A bachelor's degree in Accounting or Financial Management is mandatory
- At least 2 years' experience as an Accountant
- 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.
- Clearly demonstrate behaviours aligned to the culture of WWF: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly*.
- Adheres to WWF's values, which are: Courage, Integrity, Respect and Collaboration.

VI. Working Relationships:

Internal:

- Liaise closely with the PNG and Fiji finance teams.
- Interact closely with the Finance team and regularly with the staff in the PNG Programme and as and when required with WWF International and other national offices.

External:

- Regular liaison with project executants, donors, other partner organisations.

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: _____