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WWF PACIFIC

JOB DESCRIPTION

Position Title:	Finance & Administration Manager PNG
Department:	Finance and Administration
Reports to:	Country Manager, technically reporting to Pacific Head of Finance, Administration, Risk & Compliance
Supervises:	Senior Programme Accountant Administration Officers
Location:	Port Moresby, Papua New Guinea
Date:	November 2023

I. Mission of the Department:

- Develop, implement and drive Finance strategies for WWF PNG Country Office.
- Maintain high-performing Finance units within WWF Pacific with alignment to the WWF Pacific's 2025 Strategic Plan.

II. Major Functions:

The Finance and Administration Manager is responsible for ensuring the implementation of finance, IT and administration systems, policies and procedures in WWF-PNG. As a member of the Country management team, this position shares responsibility for the overall performance of the Country Programme.

III. Major Duties and Responsibilities:

Financial Management:

- Contribute to the development of Strategic and Annual Plans for WWF-PNG.
- Provide input into the mid and annual Dashboard and KPI reviews.
- Provide high quality accounting and financial service to the WWF-PNG Country Programme
- Liaise with internal and external donors.
- Responsible for the preparation of a 6-month rolling cash flow forecast for the whole programme.
- Responsible for the planning, implementation and review of the WWF-PNG annual core budget and ensure that a balanced budget is applied.
- Responsible for annual operating budget, inputs and reviews of project budget prior to submission of proposals to donors in ensuring donors' compliance and network standards.
- Ensure that conversion of funds to local currency is done at the highest prevailing rate available at the time.

- Update and monitor cash flow projections and invest excess funds according to established policy.
- Review and monitor the use and flow of funds on all project accounts according to approved budget.
- Work closely with the WWF-Pacific Finance team to ensure the proper use of accounting systems as documented under WWF International's Field Office Guidelines to ensure that WWF Financial Policies and Procedures are correctly implemented and adapted for local conditions and structures at WWF-PNG.
- Ensure all financial operations comply with local laws and statutory regulations.
- Monitor and update yearly programme monitoring system/strategic programme monitoring system and Cradle-to-Grave (C2G) where appropriate.
- Provide annual returns to IPA.
- Ensure NAS Fund, PAYE contributions and correspondence with IRC on tax matters.
- Supervises finance staff and ensure that all reporting deadlines to WWF International and donors are consistently met.
- Respond to queries and requests for information on FAM policies and related work.
- Provide training in relation to budgeting, donor requirements, cost recovery, and third party requirements, as appropriate.
- Responsible for identifying key Finance, Administration & ICT training needs towards an approved training plan for WWF PPO staff.
- In consultation with PPO Finance unit, to prepare the operational manual for projects PPO when necessary;
- Establish good working relationships with donors and be a main contact liaison for financial related matters for regional projects;
- Provide transparent and unbiased performance reviews for FAM team during mid-year and end-of-year performance on AIM;
- Review and provide input to annual FAM work plans and terms of reference where required.
- Provide support for change in systems or software updates
- Responsible for thorough review of acquittals to ensure ineligible expenses are adequately identified and raised with the respective Project Managers
- Any other duty that is deemed appropriate by the Pacific Leadership team
- Ensure the following targets and timelines are met:

Monthly

- Bank reconciliations completed by the fifth day of the following month and sent to the Pacific Head of Finance, Administration, Risk & Compliance for sign-off
- Other balance sheet reconciliations to be completed by the tenth day of the following month and sent to the Pacific Head of Finance, Administration, Risk & Compliance for sign-off
- Balance Sheet checklist to be sent by the thirteenth day of the following month to the Pacific Head of Finance, Administration, Risk & Compliance for sign-off

Quarterly

- Incoming Grant sheet to be sent by the eighteenth day of the following month (post quarter end) to the Pacific Head of Finance, Administration, Risk & Compliance for sign-off
- Key Performance Indicator data to be completed in the Vena tool by the eighteenth day of the following month (post quarter end)
- Forecast inputs to be completed in the Vena tool according to the timelines set by Asia Pacific sub-region

Half yearly

- Responsible for the preparation of half year-end consolidation reporting package for WWF International/Asia Pacific.

Annually

- Responsible for the preparation of year-end consolidation reporting package for WWF International/Asia Pacific.

- Coordination with Country teams to complete Key Control checklists as per WWFI/ Asia Pacific timelines
- Responsible for Budget inputs into the Vena tools as per timelines communicated by Asia Pacific sub-region

Office Administration, Office Maintenance & Procurement:

- Establish and manage all office operational and administrative policies, procedures and operations tasks for WWF-PNG.
- Ensure the supervision of Administration staff in areas including appropriate system of filing, administration and maintenance of property, equipment and fleet.
- Responsible for a sufficient office working space, including a clean, green and secure office environment.
- Ensure proper supervision of procurement in WWF-PNG for compliance to WWF guidelines in regard to source documentation, competitive bidding and other issues;
- Carry out periodic control checks of the procurement systems and procedures to ensure compliance to tax and duty laws, authorized exemptions, donor conditions and/or restrictions and appropriate exonerations obtained.
- Oversee the purchase and supply of all goods for the use of WWF-PNG projects and staff including all vehicles, office equipment, furniture and supplies.
- Manage and update all WWF-PNG assets, and maintains adequate insurance on all WWF-PNG property.

Information Communication and Technology Systems (ICT):

- Consult with WWF-Pacific ICT Manager for technical support and advice.
- Liaises with IT service providers to ensure the services are in order.
- Ensure backup is carried out regularly and all data are kept offsite.

IV. Profile:

Required 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*.

V. Working Relationships:

Internal:

WWF PPO:

- Interact closely with Country Manager PNG & WWF-PNG Country Management team. Engages with WWF-PNG team and WWF-Pacific Finance team.

WWF Network:

- Country Finance Managers, Finance and Internal audit teams at WWF International and donor NOs.

External:

- Local banks, Tax agents, External auditors
- Public Service Commission, Fiji Office Landlord and Real estate Agents.
- Donors

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: _____