JOB DESCRIPTION

Position title: Regional Head of Finance, Risk and Compliance
Reports to: Regional Operations Director
Supervises: Fiji: Finance Manager
Coordination and management of the regional team of Finance Managers (including Risk and Compliance Managers) (Solomon Islands, Fiji and Papua New Guinea)
Office: WWF Pacific
Location: Suva, Fiji
Date: March 2022

I. Purpose of the Role and Mission of the Department:

- Together with the regional team of Finance Managers (including Risk and Compliance), this position is a business partner to the organization, providing high quality internal and external financial reporting and analysis, and responsible for safeguarding the financial assets of the organization.
- The Regional Finance, Risk and Compliance department/team works closely with Country Office Finance Teams, providing support and capacity building where necessary.
- The Regional Head of Finance, Risk and Compliance co-leads and/or supports the Regional Operations Director in the functional areas of risk management, legal and regulatory compliance. He/she ensures and maintains high-performing finance, risk and compliance units within WWF Pacific, in alignment with the WWF Pacific Strategic Operations Plan (2021 to 2025).
- The Regional Finance, Risk and Compliance team and WWF Fiji Finance Manager are part of a broader Operations Department/Unit. The unit develops, implements, and drives Finance, Risk and Compliance strategies within WWF Pacific (Fiji, PNG & SI).

II. Major Functions:

- Provide leadership, support and guidance to finance, risk, and compliance teams/staff, including their professional development.
- Provide business partnership expertise to WWF Pacific, including but not limited to monthly financial management, reporting, modelling, and analysis.
- Lead organizational strategic and operational planning and policy development in the finance, risk and compliance domains. Co-lead and/or support organizational risk assessment and management, in collaboration with the Regional Operations Director and Pacific Director.
- Ensure internal and external reporting and financial/risk/compliance systems fully comply with organizational policies and network standards, statutory and sector standards (including donor requirements).
- Manage the organizational budgeting, forecasting and financial analysis processes.
- Lead the financial, risk and compliance operations of WWF Pacific (Fiji, PNG and Solomon Islands).
- Direct the development and implementation of policies and procedures on all accounting, auditing, financial and budgeting activities, and internal controls of WWF Pacific, assuring adherence to guidelines developed by WWF Pacific, WWF International and its donors.
- Ensure compliance to finance standards, policy and procedures of WWF International and donors. Ensure appropriate financial assessment and capacity building mechanisms are in place for WWF Partners, in collaboration with the WWF Pacific Conservation Program Teams.
• Co-lead and/or support the rollout of organizational risk and compliance processes, legal and regulatory compliance/audits, whilst continuously improving internal controls across the Country Offices (Solomon Islands, Fiji and Papua New Guinea).
• Work with the IT and HR teams with regards to strengthening IT and HRIS systems in the Pacific offices.
• Actively participate in relevant meetings and committees, including the WWF Pacific Senior Management Team and Regional Management Team.

III. Major Duties and Responsibilities:

Network Standard Compliance:
• Ensure WWF Operational Network Standards (ONS) related to Finance, Risk and Compliance policies and procedures are applied for compliance with alignment to local laws and other statutory requirements in Fiji, PNG & SI.
• Ensure appropriate resources and training of staff on Finance, Risk and Compliance policies and procedures with necessary level of access to approved systems and software.

Strategic Planning & Implementation:
• Co-lead and/or support the WWF Pacific Strategic Plan development and implementation with regular monitoring and updates of the Finance (Risk and Compliance) Strategy to reflect the global Finance, Risk and Compliance Strategy, in alignment with the WWF Pacific Operations Plan.
• Ensure timely and quality submission of reports, KPIs and other required submissions for WWF Pacific (Solomon Islands, Fiji and PNG).
• Meet WWF International Key Performance Indicators (KPIs), and other reporting requirements.

Finance, Risk and Compliance:
• Co-lead and/or support organizational risk assessment and management within WWF Pacific, in collaboration with the Regional Operations Director and Pacific Director.
• Lead the financial, risk and compliance operations of WWF Pacific (Fiji, PNG and Solomon Islands).
• Liaise with the WWF International internal auditor and external auditors related to Finance audits and self-audits (if required) and ensure timely implementation of audit recommendations for WWF Pacific.
• Lead and/or manage the Regional Finance, Risk and Compliance staff in all Finance, Risk and Compliance reporting and responsibilities.
• Carry out periodic review of the WWF Pacific procurement system, policy and practices.
• Respond to queries and requests for information on Finance, Risk and Compliance policies and related work.
• Oversee the operation of ACCPAC in WWF Pacific for ongoing relevance and continuous improvements.
• Lead the adoption and integration of Oracle Finance System.
• Identify, monitor and provide relevant training & backup to Finance, Risk and Compliance staff on key WWF Finance Guidelines (Finance & ICT), Accounting & ICT Systems & Software, and other risk and compliance systems, as and when required.
• Provide training in relation to budgeting, donor requirements, cost recovery, and third-party requirements, as appropriate.
• Ensure that all financial operations comply with local laws, and statutory regulations.
• In conjunction with WWF Pacific Finance, Risk and Compliance teams, prepare the operational manual for programs/projects managed by WWF Pacific, as required.
• 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 Finance, Risk and Compliance team members during mid-year and end-of-year performance (Performance Development Journey (PDJ)).
• Review and provide input into annual Finance, Risk and Compliance work plans and terms of reference, as required.

Team Management:
• Supervise the Finance Manager (Fiji) and ensure proper supervision of finance, risk and compliance staff across the Country Offices, in collaboration with Country Managers.
• Lead and/or manage the Regional Finance, Risk and Compliance Team, including Finance, Risk and Compliance staff from the Country Offices.
Senior Management Team (SMT) and Regional Management Team (RMT):
- Participate in regular SMT and RMT meetings to discuss and act upon current and ongoing matters related to the proper functioning of WWF Pacific.
- Provide regular updates to SMT and RMT on the progress of the financial performance across WWF Pacific.
- Provide policy papers to SMT and RMT for discussion and approval for WWF Pacific’s growth and advancement.

Accounting and Internal Control:
- Lead and/or coordinate all internal and audits of units, projects and programs with auditors and relevant WWF Pacific staff.
- Review the auditors’ recommendations with WWF Pacific SMT and/or RMT and ensure timely responses to audit recommendations, submission and implementation of action plans.

Financial Planning, Management & Reporting:
- Lead and/or contribute to the development of business plans for WWF Pacific, ensuring all aspects of monitoring and reporting are in place.
- In accordance with the annual planning cycle, lead, support and review annual budgets for WWF Pacific. Plan and facilitate an annual WWF Pacific core operating budget with the SMT to develop and confirm the annual budget based on the annual operations plan.
- Provide financial resource and budgeting input into funding proposals relating to ensure WWF Pacific compliance with network standards, standards provided by government ministries and regulations of host countries, and donor agencies.
- Lead and/or coordinate the preparation and review of annual operations plans, core budget balances, staff tracking sheets, and forecasts.
- Review periodic submission of internal and external financial reports for WWF Pacific.
- Report the financial position of programs on a quarterly and ad-hoc basis to the Pacific Director and/or Regional Operations Director. Evaluate the financial performance of Country Offices quarterly with the SMT. This includes but is not limited to regular analysis of current financial reports, whilst ensuring that all other financial information required are submitted promptly.
- Provide relevant financial analysis and projections towards the production of WWF Pacific’s Annual Report for WWF International.
- Oversee the implementation of an effective cost recovery system: incorporating cost recovery in all budgets, training staff on the system, and reporting back cost recovered to donors and management.

IV. Profile:

Required Qualifications:
- Degree in Finance, Accounting and/or Business Management or professional accountancy qualification.
- At least five to seven years professional experience in Finance, Accounting and supervisory, with a strong emphasis in the development, management, and monitoring of financial, risk and compliance systems.
- Experience in financial management, risk management and compliance.
- Experience in enhancement of new finance, risk and compliance platforms and their integration with other systems (Oracle, HRIS, IT and Grant Management)
- Professional membership in an Accounting Institute.

Required Skills and Competencies:
- Financial reporting, modelling, and analysis skills.
- Financial systems and processes development.
- Excellent organizational and interpersonal skills.
- Good computer skills in spreadsheets, accounting software, and word processing.
- Passionate about the environment and conservation.
- Clearly demonstrates behaviors aligned to the culture of WWF: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly*
- Identifies and aligns with the core values of the WWF organization: *Courage, Integrity, Respect & Collaboration*.
- Proven ability to function in a multi-cultural and multi-country environment.
- Fluency in English (written and spoken).
V. Working Relationships:

**Internal:**
WWF Pacific:
Regional Finance, Risk and Compliance teams (Solomon Islands, Fiji and PNG)
Regional Operations Director
Pacific Director
- Interact closely with SMT/RMT members to contribute to achievement of objectives of WWF Pacific.

WWF Network:

**External:**
- Local banks (ANZ, BSP & Westpac), tax agents, external auditors

This job description covers the main tasks. Other tasks may be assigned as necessary according to organizational needs.

Approved by Supervisor: ____________________ Date: ______________

Accepted by Staff member: ____________________ Date: ______________