



together possible.

## The World Wide Fund for Nature is looking for a Finance Manager for Republic of Congo and Gabon Offices

**Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be your opportunity of a lifetime:**

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

### **What we do:**

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Country Programme Offices in Republic of Congo (RoC) and Gabon, we are looking for a dynamic and committed **Finance Manager**

**Reports to:** Country Director, WWF Gabon

**Supervises:** Finance and Operation Team Gabon and RoC offices

**Location:** Brazzaville, Republic of Congo

**Duration:** two (02) years, renewal depending on funding

### **Mission of the Department:**

To ensure the effective management and control of WWF Gabon and Republic of Congo Office's finances through the identification and management of financial and operational risk and through timely and accurate financial planning, budgeting, accounting and reporting, including compliance with Swiss GAAP requirements. To provide strategic advice/support to the respective Country Management Teams (CMT).

Leads the financial accounting and reporting activities for the offices and sets the policies and procedures for the finance-related operational processes to ensure an adequate financial control environment.

Ensures strong governance, control, oversight and stewardship are in place to enable risk management and mitigation. Manages the finance and operations aspects of the general accounting function.

### **Major Functions:**

The Finance Manager (FM) will provide the required oversight and advice to the leadership in the Gabon and Republic of Congo Offices with key financial information and operational analytics. The FM is also responsible for driving a culture of accountability in managing finance related matters. As a member of the Country Management Team (CMT) for both countries, leads the development and implementation of accounting/finance/procurement policies, processes and systems to safeguard and control WWF's financial assets and provide complete, accurate and timely financial information and records.

### **Major duties and responsibilities**

#### **FINANCIAL MANAGEMENT:**

- Lead and provide leadership oversight on the project finance and accounting function.
- Define the financial strategy and contribute to the strategic planning process in developing and implementing financial strategies to align with the organization objectives.
- Ensure robust risk strategies are in place to mitigate any internal and external financial risks.
- Support and drive achievement of improved financial performance and organization objectives.
- Streamline financial processes and procedures and implement in a timely manner new financial initiatives while ensuring compliance with WWF global accounting policies, network standards and local statutory requirements.
- Lead the timely closing of the accounting ledgers as per the guidelines and procedures and ensure accounts are clean and the information from the accounting system is accurate and well supported.
- Ensure the maintenance of an effective filing of financial records and supporting documents. Review and assess the efficiency, confidentiality and integrity of the finance data filing system and backup at least once per year.
- Ensure internal controls and processes are adequately complied with and regular monitoring and update of financial risk registers.

- Ensure organisational and legal compliance including tax calculations and payments, registration, MOU processes and liaison are complied with
- Proactively manage cash flow in a leveraged environment and ensuring an effective treasury function.
- Responsible for foreign exchange risk management
- Responsible for the preparation and submission of donor reports on a timely basis
- Manage the preparation of bi and annual consolidation reporting packages for both offices
- Responsible for the monthly management of financial performance review and quarterly KPI performance review with WWF International and Country Management Teams.
- Oversee internal, external and regulatory audit processes.
- Building finance capability and team to fulfil purpose of role in fully operational state, including team structure design and recruitment in tandem with future growth and challenges.
- Identify, propose, review and/or implement best practice and cost effective continuous improvement opportunities.
- Advise and provide recommendations to other units on financial issues and compliance.

#### **PROCUREMENT:**

- Responsible for reviewing/endorsing and/or approving all procurements within delegated authority.
- Ensure efficient support of procurement function with regard to procurement of all goods, works and services while ensuring compliance with WWF and Donor rules and regulations.
- Keep the offices' procurement regulations up to date and encourage wide and open competition and provide equal opportunity to all suppliers while ensuring the principles of integrity, accountability and transparency.

#### **INFORMATION TECHNOLOGY**

- Coordinate with IT lead to implement the ICT security policy to cover the access and usage of all ICT facilities including hardware, software and data files for all WWF data and assets.
- Review and update of all necessary IT system and policies such as backup and safety of data, hardware replacement and maintenance to ensure that the equipment is reliable, maintained and supports business purpose.
- Identify innovative technologies to streamline operations to increase productivity and synergy.

## Profile:

### Required Qualifications and Experience

- Minimum bachelor's degree in Accounting, Finance or Management, with at least seven (7) years of experience in these areas, which at least five (5) years in a leadership role, with demonstrated success in an international environment (NGO or Company);
- Qualified Accounting Professional (CPA, ACCA, or equivalent degree in accounting) is a prerequisite
- Demonstrated skills in developing, managing, and evaluating financial and administrative plans and policies;
- Experience working with government and donors;
- A thorough knowledge of, and dexterity with, accounting software; and
- Experience working with international organizations involved in environmental and/or community issues would be an advantage.

### Required Skills and Competencies

- Management, leadership and communication skills, coupled with diplomacy, numeracy, and business acumen are essential
- Demonstrate ability to collaborate, motivate and promote an effective and efficient team
- The successful candidate will be able to recommend strategies and provide solutions which benefit both the department and organization
- The ability to lead the design and implementation of processes which efficiently meet the needs of the organisation, supported by a strong knowledge of ERP/ORACLE and reporting tools is required
- Proven interpersonal and people-management skills, complemented by excellent written and spoken English is a must;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

### V. Working Relationships:

**Internal:** Interacts and works closely and on a regular basis with finance staff, senior managers and project staff in the Gabon and Republic of Congo offices. Coordinates and interacts as appropriate with members WWF International, and other WWF offices. Is working under the technical supervision of the Head of Finance, Congo Basin.

**External:** Interacts as required with governmental institutions, donors, partners and other stakeholders, in collaboration with the Country Management and/or the Regional Finance Team, as appropriate.

*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.*

### **How to apply?**

Send your resume, motivation letter to the address below:

wwfgab@wwfgab.org

**Deadline for applications: 10 November 2023**

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up.

***WWF is an equal opportunity employer and committed to having a diverse workforce.***