



The World Wide Fund for Nature (WWF) Cameroon Seeks a Finance Manager

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 the Global Environment Facility (GEF) project in Cameroon, we are seeking for a Finance Manager with a spirit of excellence, integrity and dedication, to provide timely, accurate, clear and complete information and support on Financial & Accounting operations to project technical team and sub-contractors.

Reports to:

Project Manager (PM)

Supervises:

Accountant, Administrative assistant and drivers

Location:

Yaoundé

Duration:

2 years Fixed term

Mission of the Department:

The Global Environment Facility (GEF) Council approved the 6-year Congo Basin Sustainable Landscapes Impact Program (CBSL IP) which encompasses a regional component, managed by UNEP, and several national child projects in the countries of the Congo Basin.

The Cameroon child project is managed by WWF-US as the GEF Agency, executed by the Ministry of Environment Protection of Nature and Sustainable Development (MINEPDED) with WWF Cameroon as Financial Administrator. It addresses the drivers of forest loss and degradation through strategies aimed at strengthening the integrated management of Cameroon's globally important forest landscapes in the Congo Basin, to secure its biological integrity and increase economic opportunities and livelihoods for forest dependent people.

Over the six-year project period, these strategies will be advanced through the implementation of five components:

- Mainstreaming integrated land use planning (LUP) and management;
- Improving management effectiveness and governance of high conservation value forests, and targeted interventions to protect their endangered species;

- Advancing sustainable forest management (SFM) through non-timber forest product (NTFP) and hardwood value chains;
- Increasing benefit generation from biodiversity through sustainable tourism development;
- Monitoring and evaluation (M&E), knowledge management (KM), and regional coordination.

The project targets key Cameroon trans-frontier forest landscape, which stretches from the Rio Campo seascape on the coast, across the Cameroon segments of the Tri-National Dja- Odzala-Minkebe (TRIDOM) and Sangha Tri-National (TNS) landscapes towards the east. The target areas for project interventions under each strategy are dependent on site-specific considerations, including the potential to achieve meaningful results in the six-year project period, baselines and available co-financing, and the ability to manage all environmental and social safeguard considerations. Several partners and sub-contractors will be involved or hired for the implementation of different project tasks. Their contribution will need to be coordinated and constantly monitored.

In this context, we are seeking the Finance Manager with a spirit of excellence, integrity and dedication, to provide timely, accurate, clear and complete information and support on Financial & Accounting operations to project technical team and sub-contractors. He will ensure and manage an efficient and effective financial system, internal controls as well as a sound management of financial resources that provided support to deliver conservation activities in line with the project strategies.

Major Functions:

The Finance Manager will be responsible for the financial management of project funds in line with GEF and WWF GEF Agency requirements. The major functions are the following:

- Assist the Project Manager in financial management of the project, including preparation of budgets, expense reports and audits;
- Be responsible for and prepare the project's financial reports such as quarterly expense reports, progress reports and implementation reports;
- Assist the Project Manager in drafting proposed budget reallocations or revisions, and obtaining approval by the National Director, the Steering Committee as well as the WWF GEF Agency to formalize these annually as part of the GEF budget reconciliation;
- Assist the Project Manager in preparing and monitoring consultancy contracts and sub-agreements; and
- Coordinate reporting on co-finance contributions for the project.

Major Duties and Responsibilities:

He/she will be responsible, among others, for:

- Provide sound and timely financial information to the project technical team and all other partners and sub-contractors as needed and when requested, and advise on opportunities for improvement as well as potential risks;
- Supervise and coordinate all financial and accounting operations;
- Ensure the implementation of and adherence to the relevant regulations of the Government of Cameroon, WWF policies, procedures, and systems concerning Finance and Accounting work as per the Field Operational Manual developed by WWF International and the WWF Network Standards;
- Ensure the running of an effective internal financial control;
- Coordinate the preparation of project annual budgets and quarterly forecasts of the project, in accordance with the annual planning cycle and in close collaboration with the project manager and project technical staffs
- Ensure that all audit (external and internal) schedules are prepared. Review the auditors' recommendations with the project manager and technical staff, and partner sub-contractors concerned. Ensure that joint responses to these recommendations are prepared, on a timely basis and that these are implemented on the basis of an appropriate action plan;
- Prepare and analyze project financial reports and ensure that these are submitted to the Project National Director for approval and transmission afterwards to WWF GEF Agency in a timely manner, complete, correct and appropriate;
- Prepares consultancy contracts / agreements and sub-grants. Ensure that these are implemented with respect of all contractual obligations;
- Prepare quarterly cash-flow and planning to ensure all activities are adequately funded
- Ensure that project assets are properly accounted according to WWF FOM;
- Ensure the use of WWF FOM in respect of procurement of goods and services and review all project requisitions against project budgets.

Profile:

Required Qualifications:

- Master's degree in Accounting/finance or a related field with at least seven (7) years of experience in these areas, which at least five (3) years in a leadership role, with demonstrated success in an international environment (NGO or company);
- Full accounting qualification i.e. CPA, ACCA or equivalent;
- 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;
- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;
- Experience in using ERP system is highly desirable.

Required Skills and Competencies:

- Strong ability to establish priorities, work within tight timelines and multi-task;
- Able to work under minimal supervision with high level of resilience;
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity; and to maintain strong relationships at all levels, as required, with external stakeholders;
- Fluency in both oral and written communication in French and English;
- High ethics and a personal commitment to transparency and accountability.

Values & Behaviors:

- Aligns and identifies with the core values of the Government of Cameroon and the WWF organization: Courage, Integrity, Respect and Collaboration;
- Demonstrating behaviors: Strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Acts with highest integrity, accountability, and transparency.

Working Relationships:

Internal

Working under the technical supervision of the WWF CCPO Finance & Administration Manager, the project finance manager will interact and works closely and on a regular basis with WWF CCPO finance and procurement staff, and project technical staffs (Environmental and Social Safeguards officer, landscape operational assistants, Monitoring, Evaluation and knowledge management specialist).

External

He will collaborate with Project National Director and Technical advisers, finance and accountant of project partners and other sub-contracting partners and consultants involved in the implementation of the projects.

How to apply?

Apply through the Link: https://cameroon.panda.org/apply_to_a_job/apply_to_a_job/

Deadline for applications: 02nd February 2022.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted five (5) days after closing, consider your application unsuccessful.

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