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RECRUITMENT NOTICE

Position title: Senior Finance and Administrative Officer

Location: Bayanga, Central African Republic

Duration: 2 years' renewable

I. Mission of the Department: In a spirit of excellence, integrity and dedication, the Finance & Administration Department is committed to provide timely, accurate, clear and complete information and support for a high performing WWF CAR Country Office (CARCO) with efficient and effective Financial & Accounting operations, Logistics and IT services, systems, internal controls as well as a sound management of financial resources to delivering Conservation activities and overall strategic plan.

II. Major Functions of this position : The incumbent is responsible for supervising the financial and administrative operations of the DSPA, in cooperation with the Finance Manager, the Logistics manager and the People & Culture Officer. Ensure the implementation of policies and procedures on all Finance, administration, HR auditing, management information systems, financial reporting and budgeting activities and internal controls of the DSPA.

III. Major Duties and Responsibilities:

A. Financial Management and Reporting :

- Ensure accounting and finance operations in DSPA comply with WWF standards and donor obligations;
- Work with the accounting system Oracle, as per assigned responsibility and ensure all DSPA transactions are accounted for as per Swiss GAAP and recorded in the system accurately and on a timely basis ;
- Provides support and assist in establishing and monitoring the projects budget ;
- Ensure established WWF Field Office procedures and policies (FOM) are properly and systematically applied;
- Prepare financial reports for DSPA projects and ensure these are timely, complete, correct and appropriate;
- Conduct continuous, quarterly and the mandatory reviews in accordance with the program rules, policies and regulations;
 - Validate project report balances on a monthly basis;
- Monitors and process with calling of funds for all project,
- Managing and tracking of budgets to ensure there is no overspend low burn rate, verifies budget availability for any commitment;
- Review fund request and programme work advances to ensure they are within budget and to ensure timely payments;
- Monitor payments and financial reports for project agreements;
- Prepare and consolidate financial reports and cash flow projections, with supporting working papers and schedules for DSPA agreement;
- Coordinates account coding with Project Managers and the Accounting team to ensure financial information allow proper internal monitoring and be linked to project work plan as well as financial reporting as per donor requirements;



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- Serve as the main point of contact for DSPA Program financial related matters that includes reviewing and uploading reports, conducting budget reviews, reviewing program invoices for accuracy before submitting for payment;
- Coordinates with DSPA programme staff as appropriate to ensure that financial information are complete and accurate, provide regular financial analyses to Project Managers;
- Prepares and submits financial reports to donors and Project Managers in a timely manner; ● Monitors individual project cost recovery, provides monthly reports on cost recovery and advises on areas that need addressing;
- Responsible for establishing and maintaining Fixed Assets register/s for DSPA;
- Participate in the development of the DSPA annual business planning process and ensure its implementation;
- Work with Finance and Administration Manager and Project Managers to ensure proper closure of projects, final reports submitted, all income collected, donor requirements on assets are respected;
- Along with the Finance Manager, respond to audit and Programme requests for documentation and other financial data requests. Also supports Office internal and external audits;
- In coordination with Finance Manager, review the financial management of the DSPA projects, train field staff as required.

B. Assets management and Procurement

- Ensure WWF procurement policies alongside donor policies and procedures are respected in the procurement of goods and services in DSPA;
- Ensure control of inventory and carry out periodic inventory for DSPA
 - Ensure assets are properly accounted according to WWF FOM for DSPA;
 - Ensure insurance cover is adequate for all assets;
 - Ensure all laws with respect to taxes and duties are respected for expenses carried out in DSPA;
- Supervise the logistics team and ensure that the DSPA has the operational capacity for current and future growth.

C. People Management

- Supervise all the Finance and Administration staff on the site.

D. Risk Management and Compliance

- Act as focal point for risk management in DSPA
- Coordinate the updating of the risk register in DSPA
- Act as focal point for compliance policies in DSPA
- Carry out refreshers on compliance policies



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IV. Profile:

Required Qualifications:

- Minimum Financial Management / Accounting degree;
- Minimum five years' experience as Finance Officer working with financial/accounting experience in a major international organisation/NGO;
- Experience in managing EU grants, US government donor funded grants, KFW and BMZ funded grants and / or multi-partner project budgets would be advantageous;
- Experience working with government and donors;
- Accurate and strong attention to detail.

Required Skills and Competencies:

- Excellent advisory skills with high work standard and ability to promote team synergy in a multi-cultural work environment;
- Excellent interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position ;
- Excellent Oral and written communications skills in English and French
 - Ability to work and communicate effectively with a broad spectrum of individual within a broad range of environments, especially in the African context;
 - .High level of good organizational and administrative skills with and ability to work well under pressure ;
 - .Must be committed to equal opportunity employment policies;
 - .Adheres to WWF's values, which are : COURAGE, INTEGRITY, RESPECT and COLLABORATION ;
 - Demonstrates WWF behaviours in ways of working: Strive for impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly.

V. Working Relationships:

Internal: Interacts frequently with the Finance and Administration Manager, DSPA Director and all staff in DSPA and the CAR country office. Works closely with the Finance teams in the CAR offices.

External: Interacts as required with external auditors, external consultants, donors, subgrantees and government institutions.

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 needs.

How to apply?

Applications including a cover letter and a detailed resume should be send electronically to recruitment@wwfcar.org.

Deadline for applications: 30th November 2021.

The subject should read “RAF- DSPA”.

PLEASE Kindly note that only shortlisted candidates will be contacted.

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