



together possible.

The World Wide Fund for Nature (WWF) Cameroon Seeks a Senior Project Finance Analyst

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 office in Cameroon, we are looking for a dynamic and committed Senior Project Finance Analyst responsible for proper monitoring, reporting and process administration associated with financial deliveries related to a specific portfolio of projects.

Reports to:

Finance & Administration Manager CCPO

Location:

Yaounde

Major functions:

The Senior Project Analyst position is responsible for proper monitoring, reporting and process administration associated with financial deliveries related to a specific portfolio of projects. In the context of decentralization of Finance, this role review, monitor submission of financial reports (donors & management) prepared by Programme Administrators/Accountants and ensure quality assurance. The position will also support the Finance & Admin Manager in budgeting and forecasting.

Major Duties and Responsibilities:

Financial Reporting

- Handle all processes, operations and tasks associated with financial deliveries of the portfolio of projects under his/her leadership;
- Review financial reports prepared by Programme Administrators/Accountants and monitor fixed quarterly deadlines and on the basis of contractual deadlines other than quarterly through an exhaustive and up-to-date monitoring tool;
- Prepare for the review of the Finance & Administration Manager an efficient cost recovery system from projects as per agreed methodology;

- Work with the project managers of his or her portfolio on the monthly budget follow-up and the explanation of variances;
- Provide monthly reports to the Finance and Administration manager on the status of cash calls and various donor/management reports and highlight any issues/ risks requiring the attention of management;
- Undertake regular financial analysis to ensure donor requirements are fulfilled and income/expenses have been allocated to the correct project.

Administration of Donor Partnerships Revenues

- Ensure income recognition is done as per Swiss GAAP requirements for Management reports and cash basis for donor reports;
- Analyze project expenditures to determine the amount to chargeback against the donor agreement;
- Ensure the preparation of monthly journal voucher to record the donor partnership revenue in accordance to the donor agreement and reconcile the revenue accounts;
- Calculate any interest earned on donor funds and adjust the revenue account accordingly; recommend adjustments to the Programme Administrator/ Accountant;
- Monitor the exchange rates fluctuations on each donor agreement and recommend adjustments to the project or program accountant if necessary;
- Review on a monthly basis, donor partnership portfolio reports to identify errors, discrepancies and variances and ensure follow-up is performed and necessary adjustments are processed;
- Review donor agreement files for closure action, ensuring that all donor requirements have been met, and follow up with the Finance & Admin Manager and Conservation Director;
- Assist Programme Administrators/Accountants with the closing of individual projects at their end dates;
- Ensure income recognition accounts as per Swiss GAAP are analysed on a monthly basis and do reflect a true and fair view of the revenue situation of the various projects.

Financial Audits, systems and Internal Controls

- Participate in the identification of business requirements for the development and enhancement of financial information systems;
- Identify specifications for reports related to donor partnerships;
- Provide assistance to external auditors conducting audits of donor funded projects;
- Participate in year-end processes by gathering sample documents, answering queries and providing reports/schedules on donor partnership revenues & expenses;
- Ensure the accounting system meets key requirements stated for reporting to key stakeholders, including segregation of donor funds and reporting to all donors;
- Ensure implementation of necessary financial controls and due diligence (review of periodical reports, frequent monitoring visits and internal audits, etc.);
- Support audits commissioned by the internal control unit.

General Financial Management Support

- Check project budget and cash availability on day to day transactions prior to final engagement of expenditure for the projects in her/his portfolio;
- Provide guidance and direction to field staff (Programme Administrators/Accountants and Programme Managers) on matters relating to the reporting and administration of donor partnerships;
- Support the Finance and Admin Manager and the Conservation Director in the review and development of policies and procedures affecting the administration of External funds;
- Assist the Finance & Admin Manager in the development of the financial accounting structure for complex projects and externally funded programs;
- Monitor cash flow projections for donor funded projects and programmes;
- Assist the Finance & Admin Manager in the preparation of Mid-year and year-end financial statements;
- Assist the Finance & Admin Manager in the preparation of regular and ad-hoc reports on donor for various stakeholders;
- Adhere to corporate policies and procedures regarding electronic filing;
- Undertake other duties/assignments as required by the Finance and Admin Manager.

Profile:

Required Qualifications

- Master's degree in finance, accounting, business administration or related field and/or supplementary training in programming and administration is an asset;
- 8 years of experience in financial management, which should have provided a good knowledge of Finance practices and procedures;
- Experience working with government and donors.

Required Skills and Competencies

- Demonstrated ability in the fields of budgetary accounting, costing and accounting systems and practices;
- Demonstrated skills in the use of computerized accounting systems. Experience in using ERP system is highly desirable;
- Demonstrated oral and written communication skills (French and English) including the ability to rapidly acquire sound knowledge of WWF financial rules and regulations(FOM);
- Demonstrated ability to think creatively and solve problems effectively and achieve results;
- Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity;
- Adherence to WWF's values, which are: Courage, Respect, Integrity & Collaboration.

Working Relationship

Internal – Finance & Admin Manager, Programme Managers, Accountants/ Administrators, Conservation Director, Senior Field Programmes Coordinator, Regional/ International Finance Team;

External - Donors, partners and other stakeholders, if appropriate.

This TOR 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?

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

Deadline for applications: 31st May 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.

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