



together possible.

## The World Wide Fund for Nature seeks a Chief Accountant for its Republic of Congo Office

**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 WWF Congo Country Office, we are looking for a dynamic and committed local **Chief Accountant**.

### **Reports to:**

**Reports to:** Finance and Administration Manager, Gabon/WWF Congo Country Office

**Supervises:** Accountants, FAA/Jr Accountant

**Location:** Brazzaville

**Duration:** Initially one (01) year with likelihood of renewal

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

In a spirit of excellence, integrity and dedication, the Finance Department is committed to providing timely, accurate, clear and complete information, and support for the Conservation Department's overall goals to be achieved by WWF Congo Country Office.

### **Main Mission:**

Support the Finance Administrative Manager in the delivery of corporate tasks and objectives, assuming responsibility for the completion of a range of duties designed to achieve the accurate and timely processing of WWF Congo Country Office's financial transactions and the production of monthly statements.

## Major duties and responsibilities

- Manage the day-to-day operations in the full spectrum of accounting services, including accounts payables, accounts receivable, application of cash receipts, accounts reconciliation, billing, monthly closing of accounts, bank reconciliation, forecasting, consolidation and year-end closing of account;
- Provide support for financial operations to be executed in accordance with the FOM, donors' guidelines and ensure that proper and accurate accounting records are maintained at country level;
- Support the FAM in the budgeting and forecasting processes specifically related to WWF Congo Country Office core income and expenditures;
- Ensure monthly statements of accounts are maintained to allow the personnel responsible for the respective budgets to easily monitor work in progress and availability of funds;
- Manage the cash position of bank accounts and coordinate the financial closure for entrusted imprest accounts;
- Perform cash flow forecasting, working closely with the operations and project teams;
- Oversee the reconciliation of balance sheet accounts, review monthly journal entries and the general ledger and coordinate the monthly and annual closing of accounts;
- Coordinate internal audits and liaise with external auditors performing audits;
- Prepare and send audit confirmation letters to partners or third-parties selected by Auditors;
- Reconcile payroll account balances (e.g. timesheets, direct deposits, wages attachments, benefits, voluntary and involuntary contributions, etc.) for the purpose of ensuring accuracy of records and employee payments;
- Provide training to new and existing staff as needed and, act as senior level resource for other members of the Corporate Accounting team on any matter related to general accounting operations;
- Drive initiatives to improve workflow and streamline the internal control processes to enhance efficiency and productivity;
- Coach, motivate and monitor the performance of staff supervised and initiate corrective action as required;
- Ensure timeliness of data entry and processing in the Trial Balance and monthly closing for all offices. Check on a weekly basis data entry for each field office and send systematic reminders to offices;
- Perform any other duties as may be assigned or required.

## Required Qualifications, Skills and Competencies: qualifications and experience:

- Bachelor degree in Accounting/finance or a related field and a professional accounting qualification such as Certified Public Accountant (CPA), Chartered Accountant (CA) is required;
- At least five (05) years of progressively responsible professional experience in financial accounting, preferably in an international environment (NGO or Company);
- Experience working with government and donors;
- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;
- Experience in using ERP system is highly desirable.

### **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 interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Fluency in both oral and written communication in French and English;
- High ethics and a personal commitment to transparency and accountability.

### **Values & Behaviors:**

- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

### **Working Relationships:**

- **Internal:** WWF Congo Country Office's Finance staff, FAM, the Regional Finance Team, WWF Congo managers and project staff.
- **External:** Donors, partners and other stakeholders, if 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?**

Submit application (CV and Cover letter) through the e-mail: [recruit-roc@wwfgab.org](mailto:recruit-roc@wwfgab.org)

**Deadline for applications:** 05<sup>th</sup> February 2024.

Thank you in advance for your interest in this position and the organization. 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.***