



Head of Finance

WWF DRC

Details

head-finance-drc

Closing Date

2013-04-15

Location

Kinshasa, DRC

About WWF

For 50 years, WWF has been protecting the future of nature. The world's leading conservation organization, WWF works in 100 countries and is supported by 1.2 million members in the United States and close to 5 million globally. WWF's unique way of working combines global reach with a foundation in science, involves action at every level from local to global, and ensures the delivery of innovative solutions that meet the needs of both people and nature.

Mission Talent has been tasked by WWF DRC with providing an exclusive search for the position of Head of Finance (HoF).

Mission of the Department

To ensure that the WWF DRC Office has efficient and effective Financial & Accounting operations and systems as well as a sound management of financial resources in place which support the delivery of high performing conservation activities.

Major Functions

- Supervises and coordinates all financial and accounting operations in the country
- Ensures the implementation and respect of WWF policies, procedures, and systems concerning all Finance and Accounting works as per the Field Operational Manual (FOM) developed by WWF

International

- Ensures that the regional Strategic Plan's objectives and the Country Action Plan's objectives are fully achieved in view of establishing a solid financial basis as well as an effective internal control management
- Ensures that DRC laws regarding Finance and operations are respected
- Ensures that quality-financial reports are delivered to all required stakeholders on time

Major Duties and responsibilities

The Head of Finance supervises or performs directly the tasks below in the DR Congo Programme while ensuring that they are equally performed in all the DRC field sites by qualified and trained staff, in compliance with WWF International procedures. S/he verifies this by regular visits in the field and by arranging a system of reporting that allows to monitor the performance of each Field Project and Programme.

- Policies, procedures and systems
 - Ensures that all programme locations apply the established WWF International Field Office Policies and Procedures as set out in the appropriate manuals
 - Where appropriate and required, co-ordinates the development and implementation of local versions and adaptations of these procedures
 - Ensures that all Programme locations operate in strict application of the national laws and regulations in force and ensures that the global and regional policies and procedures are adapted, where necessary, to reflect these laws and regulations
 - Ensures that all locations are adequately equipped with WWF International approved finance systems and software while guaranteeing that relevant staff members are properly trained in the use of and have the necessary level of access to them
- Financial Management and Reporting
 - Ensures that all Programme locations have appropriate financial and administrative structures with properly qualified staff
 - Supervises the accounting services and staff (functional supervision to field accounting and finance staff)
 - Provides support in the operation and development of the accounting system, structures and procedures
 - Supervises the development and modifications of the project's Chart of Accounts, in co-ordination with the Regional Finance Department
 - Monitors submission of financial reports to ensure that these are timely, complete, correct and appropriate. Identify problems and assist in providing solutions
 - Ensures that proper use is made of accounting systems at the Programme and Project offices, and that support is provided where necessary to train staff
 - Ensures that all finance staff in WWF DRC have clearly-defined objectives, indicators of achievement, and quarterly/annual workplans
 - Prepares, administers, and controls approved consultancy contracts / agreements and sub-grants; Ensures that all WWF DRC offices properly monitor and fulfil contractual obligations
 - Review and assess the efficiency, confidentiality and integrity of the finance data filing system and backup at least once per year
 - Identifies monitors and mitigates risks affecting WWF Finance operations in DRC
- Cash flow management
 - As necessary, performs on-site visits to evaluate financial operations of projects

- Provides an annual written evaluation of the financial performance and capacity of each Country Programme, by location
- Ensures that Finance carries out regular reviews (at least quarterly) with project executives to review each project's current financial situation and results and to develop meaningful forecasts as required
- Assists in the development and maintenance of appropriate cost recovery systems to ensure that all Core costs are correctly funded and properly allocated to beneficiary projects
- Ensures that bank transactions concerning each project are adequately monitored, and approved levels of signature are respected
- Ensures that a monthly statement of bank balances is reviewed and circulated to concerned managers
- Ensures that all bank reconciliation statements are reviewed and approved by the appropriate management level on a monthly basis
- Reviews and approves all project cash flow projections
- Liaises with donor contacts and coordinates a timely call of funds for all WWF DRC projects and coordinates transfers of funds to WWF DRC field offices
- Coordinates in support of Programme and Project leaders the preparation of annual budgets; reviews these budgets and provides his comments and recommendations to the Country management
- Reviews and approves the budget section of all project concepts and proposals
- Coordinates the development, review and approval of the annual project budgets and project forecasts for all Programmes
- Management of Finance staff
 - Develops and review staff Job Descriptions and Terms of Reference for temporary staff
 - Ensures that a training plan exists and finance staff are regularly trained and updated on new procedures, policies, processes, standards and best practices
 - Prepares annual performance plans and assessments for all finance staff in line with WWF procedures and agreed upon deadline
 - Ensures that rigour and discipline are maintained within the finance Department and where necessary disciplinary measures are effective
 - Liaises efficiently with WWF's regional office and other Finance Directors to ensure consistent finance management practice and accountability across the Central African Region

Profile

- Required Qualifications
 - Minimum a bachelor's degree in Accounting or Financial Management
 - At least seven years of experience in a leadership role, with demonstrated success in an international environment (NGO or Company)
 - Full accounting qualification i.e. CPA, ACCA or equivalent will be a plus
 - 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's softwares and systems
- Required Skills and Competencies
 - Strong leadership abilities
 - Ability to work under pressure
 - Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within WWF DRC and, as required, with external stakeholders

- Excellent oral and written communications skills in English and French
- High ethics and a personal commitment to transparency and accountability
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

Working Relationships

Internal:

Interacts and works closely and on a regular basis with finance staff in all WWF DRC offices, as well as with other WWF DRC senior managers and project staff. Coordinates and interacts as appropriate with members WWF CARPO, WWF International, and other WWF offices. Reports to the Chief Operating Officer with the functional supervision by the Regional Finance Director.

External:

Interacts as required with governmental institutions, donors, partners and other stakeholders, in collaboration with the Country Director 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.