

WWF-GEF Project

Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors

POSITION DESCRIPTION

Name	:	
Position Title	:	Finance & Administration Manager - Integrated Landscape Management
Reports to	:	Project Manager

I. Major Responsibility:

The WWF-GEF project, *Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors Project* is executed by the Ministry of Forests and Environment (MOFE), Government of Nepal. The project's geographic scope is the Terai Arc Landscape (TAL), Nepal. The project seeks to achieve the following objective: to promote integrated landscape management to conserve globally significant forests and wildlife. Over the five year project period, the objective will be achieved through the implementation of four interconnected components, namely: 1) National capacity and enabling environment for cross-sectoral coordination to promote forest and landscape conservation; 2) Integrated planning for protected area buffer zones and critical corridors in the TAL; 3) Forest and human-wildlife conflict management for improved conservation of targeted protected area buffer zones and corridors in the TAL; and 4) Knowledge management and monitoring and evaluation. Ultimately, the project will result in the reduction of the threats impacting the corridors and protected areas in the TAL, benefitting the ecological integrity of these largely forested areas, the globally significant wildlife populations that they support, and the resilience of forest dwelling communities. The improved conservation and sustainable management of forest resources will result in habitat connectivity, increased carbon storage and sequestration and restoration of degraded habitats and continued delivery of ecosystem services that support local populations.

Under the direct supervision of the Project Manager, the Finance and Administration (F&A) Manager will manages all financial and operational aspects of the Project including project budgeting, contracting, subrecipient monitoring and evaluations, financial tracking and reporting, and HR management support and administrative functions. Provides financial and administrative support to, and oversight of, program staff and grantees to ensure that budgets and agreements are handled in accordance with WWF policies, procedures, systems, and donor requirements. 20% time will be dedicated to managing the Project. This position may require frequent field travel.

II. Major Duties and Responsibilities:

1. Project Planning, Budgeting and Implementation

- Prepares, administers, and maintains the GEF project budget, ensuring that financial data is accurate and current. Supports to prepare detailed annual work-plan and facilitates endorsement.
- Reviews and monitors status of the budget, against the annual project workplan and budget.
- Ensures spending levels are appropriate, expenses are backed up with proper documentation and booked with correct codes in accounting system. Periodically review progresses, identifies

problems and recommends corrective action, assists in the revision of budgets and communicates issues to the Project Manager.

- Ensures GEF Requirements are met including the budget structure contained in the ProDoc Budget/Annual Workplan, and that all expenses are associated with the incremental costs.
- Prepares and submits project financial report in a timely manner, provides with other financial information and explanation to GEF Agency as and when required.
- Identifies needs and priorities to augment project's financial effectiveness.

2. Grant and Agreement Administration

- Reviews all documentation received from proposed subrecipients per the pre-award process, performs subrecipient risk analysis and develops a risk mitigation plan for the project.
- Supports, prepares and monitors grant and consultant agreements ensuring compliance with agreement terms.
- Ensures agreements and payments are processed timely and in accordance with WWF policy and procedures.
- Prepares proper documentation for approval, secures signatures, and distributes documents to appropriate parties.
- Ensures compliance orientations are provided to sub-grants recipients and third parties contractees.

3. Financial Reports

- Coordinates and prepares financial reports for submission to the WWF GEF Agency, ensuring GEF requirements are met.
- Reviews and analyzes sub-recipient's financial reports to ensure compliance by sub-recipients with WWF-US and GEF Agency reporting requirements including project partner co-financing.
- Notifies grantees of any problems or discrepancies and provides technical assistance to grantees in resolving problematic issues.
- Supports WWF GEF Agency Annual supervision missions by providing requested documentation and other assistance as needed.

4. Financial Monitoring

- Ensures periodic financial/compliance monitoring of sub-grantees.
- Assists independent mid-term and final evaluations by providing all requested financial information.
- Provides feedback where relevant on evaluation reports and ensures that corrective actions based on the mid-term evaluation recommendations are taken when related to financial issues.

5. HR Management and Documentation

- Provides HR Management support to the project. Includes field level project staff hiring/termination, time-sheet management, conducting annual appraisal, handling staff safety, securities issues and other HR related support as needed. Ensures personal files, leave records, pay-roll information and annual appraisal are timely updated and confidentially documented.
- Maintains information and files pertaining to all financial and administrative aspects of the project including agreements.

- Regularly monitors on-going compliance with WWF reporting requirements and project deadlines. Ensures all project reports are acknowledged and routed to appropriate individuals for review.
- Monitors project activities and ensures findings/recommendations are timely implemented.

6. Coordination/Communications

- Provides support to the project management and coordination of day-to-day administrative operations and special projects.
- Identifies, coordinates and expedites the communication of information and issues both interdepartmentally and intra departmentally, as well as externally with subrecipients, the Project Advisory Committee, the WWF GEF Agency and independent evaluators as necessary.

7. Audit Preparation and follow up on Recommendation

- Coordinate the auditing of Program accounts of the project in the field. Disseminates the audit reports to partners and appropriate recipients on a timely basis and take follow-up actions to implement audit/monitoring recommendations

8. Other Duties

- This job description covers the main tasks and conveys the spirit of the tasks that are anticipated proactively. Other tasks may be assigned as necessary according to the project needs.

III Minimum Work Requirements:

Qualifications: A Bachelor's or a Master's degree in Finance, Accounting, Business Administration or related field with thorough knowledge of computerized accounting systems.

Experience: At least 6 years of relevant working experience in the field or a project experience.

Skills and Abilities:

This position requires attention to detail, the ability to keep accurate financial records and the ability to effectively prioritize and work accurately under time constraints. S/he should have good coordination and English language skills and should be a self-starter. Strong interpersonal and team-player skills are essential. Working knowledge of one local language will be an added advantage. Skilled in Microsoft office package.

IV. Supervisory Responsibility

Directly supervises Field Finance/Compliance Officer

V. Working Relationships

Internal – Works closely with WWF-GEF Agency.

External - Works closely with implementing partners, governmental and non-governmental representatives, as well as other stakeholders in the field.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____

