



*for a living planet®*

## JOB DESCRIPTION

**Position title:** Accounts Executive

**Reports to:** Chief Financial Officer

**Date:** April 2016

**I. Mission of the Department:** To ensure a high performing WWF Office with efficient operating systems, professional and skilled staff, and strong financial resources, delivering corporate responsibility partnerships and fundraising for WWF's priority conservation activities in Singapore and the rest of the WWF's global network.

**II. Major Functions:** Responsible for ensuring that the accounting, budget management and internal financial reporting processes run smoothly and efficiently in accordance with agreed timetables and quality standards so that the accounting data and reports are accurate and complete. Manages the invoicing, collection and payments to ensure that there are sufficient funds to cover payments as they become due.

### **III. Major Duties and Responsibilities:**

- Manages day-to-day accounting, ensuring that all payment, receipts and GL entries are coded and recorded accurately on a timely basis in coordination with the outsourcing firm and that balance sheet accounts are analysed, reconciled and adjusted on a monthly basis;
- Reviews expense claims and supplier invoices to ensure all supporting documentation are submitted and in line with WWF finance guidelines;
- Prepare payments accurately and timely;
- Manages liquid assets, ensuring that receivables are promptly invoiced and their collection is monitored regularly
- Ensures that a complete and accurate monthly trial balance, balance sheet, income statement and notes to accounts are completed on a timely basis.
- Ensures that consistent and adequate internal controls are enforced at all times as per the WWF Field Operations Manual and gives recommendations on streamlining processes.
- Assists with statutory and internal audits
- Assists with preparing documentation and other administrative tasks to facilitate requirements from the outsourcing firm
- Performs other appropriate duties upon request by Chief Financial Officer

### **IV. Profile:**

#### **Required Qualifications**

- ACCA level 2/CAT/Diploma in accounting
- At least 2 years of financial/accounting experience within an international organization, multinational company or charity with complex donor requirements.

**Required Skills and Competencies**

- Good knowledge of IFRS
- Advanced skills in Microsoft Excel
- Experience in ACCPAC or ORACLE preferred
- Familiar with good internal control practices
- Hands-on experience with journal entries and payment processing
- Self-starter with strong organizational skills who can work independently
- Honest, mature, with good analytical skills
- Team player
- Able to prioritise and operate under tight deadlines
- Good communication skills, with spoken and written fluency in English
- An interest in conservation
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

**V. Working Relationships:**

**Internal** - All departments in the organisation and within the WWF network

**External** – With outsourced corporate services company and auditors

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.

**Interested candidates should email a CV and a cover letter to [hr@wwf.sg](mailto:hr@wwf.sg) by 30 June 2016. Please indicate the position being applied for in the subject line.**