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Position title: Assistant Manager - Finance

Reports to: Chief Financial Officer

Date: August 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:

- Performs and manages day-to-day accounting, which includes processing payments, invoicing and ensuring that all entries are coded and recorded accurately on a timely basis.
- Manages liquid assets, ensuring that receivables are promptly invoiced and their collection is monitored regularly
- Be familiar with management reporting and statutory reporting requirement and prepare journals for monthly closing
- Prepares a complete and accurate monthly trial balance and financial reports on a timely basis
- Coordinates with staff as appropriate to ensure that financial accounts are complete and accurate and to provide financial analyses, funds movement and cash flow reports
- Ensures that adequate internal controls are enforced at all times as per the WWF Financial Operations Manual, and gives recommendations on streamlining processes.
- Monitors and ensures compliance with local charity and statutory regulations
- Ensures consistent application of WWF Network standards in financial operations and projects
- Manages the development of budgets and forecast
- Liase with auditors



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- Prepares reports for donors, senior management as well as consolidation package for Head Office
- Prepares incoming and outgoing contracts and monitors compliance with contractual terms for a portfolio of projects
- Performs other appropriate duties upon request by Chief Financial Officer

Required Qualifications

- ACCA qualified /Bachelor's degree
- At least 6 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
- Familiarity with implementing good internal controls and processes
- Hands on experience with journal entries and payment processing
- Self-starter with strong organizational skills who can work independently
- Honest and mature with good analytical skills
- Team player
- Able to priorities 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
- Meticulous and detail-oriented

Working Relationships:

Internal - with staff members of WWF Singapore and across the WWF International network,

External – with outsourced corporate services company, donors, partners, 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 applicants can email a cover letter and CV in English to hr@wwf.sg with the subject line "Assistant Manager Finance". Deadline for applications: 22 September 2016.