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## **WWF-Pacific**

### **JOB DESCRIPTION**

<b>Position Title:</b>	Finance Officer
<b>Reports to:</b>	Fiji Programme Accountant
<b>Assists:</b>	Fiji Programme Accountant/Regional Accountant/GAA Accountant
<b>Office:</b>	WWF-Pacific
<b>Location:</b>	4 Ma'afu Street, Suva, Fiji
<b>Date :</b>	<b>November 2014</b>

#### **Background:**

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was initiated in Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries and regional programme oversight was headquartered. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF is legally registered as WWF-Pacific. However to the WWF network we are known as WWF-Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme .

Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF-Pacific embarks on a new 2016 to 2020 strategic plan. The new strategic plan will outline changes in the way PPO will operate, both in Conservation and Operational aspects.

## **I. Major Functions:**

Assists the Finance Department in the day to day accounting and finance operations for the WWF-Pacific Office.

## **II Major Duties and Responsibilities:**

### **Accounting**

- Prepare payments ie receiving invoices and statement from Creditors, check and prepare creditors reconciliations and discuss outstanding issues with creditors
- Prepares petty cash replenishment cheques
- Preparing invoices for Reimbursement and Project advances
- Assists with Banking
- Issuing of receipt for funds received
- Assists in preparing accounting records including coding of receipt and disbursement vouchers for bank and petty cash; prepare bank transactions; and record journal vouchers.
- Reviewing and summarizing local travel expense reports. Discuss travel advance acquittal reports with Staff for local travels
- Assists in preparing Cost recovery entries
- Assist in forwarding deductions for acquittals and phone bills to Human Resource Manager.
- Assist in collections of outstanding funds for acquittals and follow up on accruals.
- Checks all invoices and reconcile with statements
- Prepare monthly FNPF & Paye submissions
- Reviews all Banks Payments for accuracy and coding
- Receives and preapres all travel & staff advances payment
- Receives & Prepares all Project Advance request
- Approve project advances
- prepares all project advance payments
- Prepare all Overseas Payments
- Receives &Reviews all Third Party advance request
- Prepares all third party payments
- Advises all payee for payments through TT, Bank draft
- Update all Income received
- Inform all donor of receipt of income
- Inform internally to all required users of income received
- Codes all income
- Enter accounting records ( Cash, Bank , Journal entries) in the computerized accounting system (ACCPAC)
- Enter all Income data into ACCPAC
- Enter all FCP Income & Deposit data into ACCPAC

### **Monthly Procedures and Reporting**

- Assist reconciliation of telephone report, bank, petty cash, staff and travel advances and other balance sheet accounts.
- Assists in preparing monthly finance reports including internal finance and cost recovery reports for Programme staff and external reports for donors and WWF International.

### **Fixed Assets**

- Assist Updating and maintaining the fixed asset register for Regional Programme office and WWF-Pacific Office.
- Assist with periodic counts of fixed assets.

### **Filing (Paper & Soft copy), Photocopying & Digitizing**

- Will be responsible for filing of all
  - Signed Balance sheet Reconciliations
  - General Ledger Listing,
  - Financial reports
  - Filing of Exchange rates on server
  - Filing of Invoices, vouchers,
  - Filing of Bank statements
  - Filing of Payables & Receivables (invoices)
  - Filing of Accounts, Reconciliations, Financial Reports
  - Filing of copy of Donor contract file for Finance use
  - Checks that all Finance Paper & electronic filing is up-to-date and in order
- Will be responsible for Photocopying of all finance document required for payments, audit, etc.
- Will be responsible for digitizing all finance documents required by WWF.
- Sees all bank statements are received & filed

### **Other Duties**

- Perform other tasks as directed by the Supervisor
- Filing of all Financial documents & bank statements
- Ensuring all documentations are signed before filing

## **III. Required Qualifications and Experience**

- Diploma/Degree in Accounting & Financial Management
- At least 3 years experience in the Accounting field.

## **IV. Required Skills and Competencies**

- Excellent written and verbal communication skills in English
- Self-motivation
- Technical competence in computers including use of word processing, spreadsheet, database, accounting and email programs
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.

**V. Working Relationships**

- The Finance Officer is responsible to the Fiji Programme Accountant.
- He/ She will assist the Accountant.
- He/she will maintain a close relationship with all the staff in the Programme.

Prepared by Supervisor : \_\_\_\_\_ Date: \_\_\_\_\_

Approved by WWF-Pacific Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_