

VACANCY

Finance and Administration Manager – WWF-Papua New Guinea (PNG)

WWF, the global conservation organization is seeking to recruit a Finance and Administration Manager who will report to the Country Manager, PNG. The position holder will also work closely with Country Manager PNG & WWF-PNG Country Management team and will engage with WWF-PNG team and WWF-Pacific Finance team.

The position will be based in WWF's PNG office in Port Moresby.

Required Qualifications and Experience

- A Degree in Finance, Accounting and/or Business Management or professional accountancy qualification;
- At least five years' professional experience in Finance, Accounting and supervisory, with a strong emphasis in the development, management and monitoring of financial systems;
- ACCA qualification or equivalent is preferred
- Professional membership/accreditation towards an Accounting institute would be ideal.

Required Skills and Competencies:

- Demonstrated ability to work effectively with local people and as a member of a multi-disciplinary and multi-cultural team.
- Excellent organisational and interpersonal skills.
- Fluency in English (written and spoken).
- Good computer skills in spreadsheets, accounting software, and word processing.
- Requires people management experience.
- Passionate about the environment and conservation.
- Adheres to WWF's values, which are: *Engaging, Optimistic, Determined and Knowledgeable*.

Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate. Various other benefits include health, accident and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for one (1) year depending on annual performance review and funding availability.

Job Descriptions

For more information on the role, the job description and the background of the position that interest you can be downloaded from our website: www.wwfpacific.org

How to Apply?

If you have the relevant experience and qualifications, you are encouraged to send an application, including a complete CV with full contact details of three referees. Applications addressed to the Human Resources Manager, should be sent via email to **ppo.hr_recruit@wwfpacific.org** by **Friday, 04 November 2016**.

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.