

JOB DESCRIPTION

Position title:	Finance & Administration Manager
Reports to:	Country Manager, WWF – Papua New Guinea (PNG)
Supervises:	Finance Officer, HR& Administration Officer (on Administration work)
Office:	WWF-PNG Office
Location:	Port Moresby, Papua New Guinea
Date:	September 2016

I. Background:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was established in the Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries' and regional programme oversight is now headquartered. In 2008 the regional programme was split into the Western Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The three country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, as the network restructured to magnify its global conservation impact in the Pacific Region.

The overarching Pacific Programme Office is hosted in the Fiji Office in the capital, Suva. The WWF Fiji Office is currently undergoing the process of being legally-registered as WWF-Pacific. To the WWF network it is 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.

WWF-PNG was created in 1995. Following a strong track record of conservation delivery over almost 20 years, WWF-PNG has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national and regional.

II. Major Functions:

The FAM is responsible for ensuring the implementation of finance, IT and administration systems, policies and procedures in WWF-PNG. As a member of the Country management team, this position shares responsibility for the overall performance of the Country Programme.

III. Major Duties and Responsibilities:

Financial Management:

- Contribute to the development of Strategic and Annual Plans for WWF-PNG.
- Provide input into the mid and annual Dashboard and KPI reviews.
- Provide high quality accounting and financial service to the WWF-PNG Country Programme
- Liaise with internal and external donors.
- Responsible for the preparation of a 6-month rolling cash flow forecast for the whole programme.

- Responsible for the planning, implementation and review of the WWF-PNG annual core budget and ensure that a balanced budget is applied.
- Responsible for annual operating budget, inputs and reviews of project budget prior to submission of proposals to donors in ensuring donors' compliance and network standards.
- Ensure that conversion of funds to local currency is done at the highest prevailing rate available at the time.
- Update and monitor cash flow projections and invest excess funds according to established policy.
- Review and monitor the use and flow of funds on all project accounts according to approved budget.
- Responsible for the preparation of year-end consolidation reporting package for WWF International.
- Work closely with the WWF-Pacific Finance team to ensure the proper use of accounting systems as documented under WWF International's Field Office Guidelines to ensure that WWF Financial Policies and Procedures are correctly implemented and adapted for local conditions and structures at WWF-PNG.
- Ensure all financial operations comply with local laws and statutory regulations.
- Monitor and update yearly programme monitoring system/strategic programme monitoring system and Cradle-to-Grave (C2G) where appropriate.
- Provide annual returns to IPA.
- Ensure NAS Fund, PAYE contributions and correspondence with IRC on tax matters.
- Supervises finance staff and ensure that all reporting deadlines to WWF International and donors are consistently met.
- Respond to queries and requests for information on FAM policies and related work.
- Provide training in relation to budgeting, donor requirements, cost recovery, and third party requirements, as appropriate.
- Responsible for identifying key Finance, Administration & ICT training needs towards an approved training plan for WWF PPO staff.
- In consultation with PPO Finance unit, to prepare the operational manual for projects PPO when necessary;
- Establish good working relationships with donors and be a main contact liaison for financial related matters for regional projects;
- Provide transparent and unbiased performance reviews for FAM team during mid-year and end-of-year performance on AIM;
- Review and provide input to annual FAM work plans and terms of reference where required.

Office Administration, Office Maintenance & Procurement:

- Establish and manage all office operational and administrative policies, procedures and operations tasks for WWF-PNG.
- Ensure the supervision of Administration staff in areas including appropriate system of filing, administration and maintenance of property, equipment and fleet.
- Responsible for a sufficient office working space, including a clean, green and secure office environment.
- Ensure proper supervision of procurement in WWF-PNG for compliance to WWF guidelines in regard to source documentation, competitive bidding and other issues;
- Carry out periodic control checks of the procurement systems and procedures to ensure compliance to tax and duty laws, authorized exemptions, donor conditions and/or restrictions and appropriate exonerations obtained.
- Oversee the purchase and supply of all goods for the use of WWF-PNG projects and staff including all vehicles, office equipment, furniture and supplies.
- Manage and update all WWF-PNG assets, and maintains adequate insurance on all WWF-PNG property.

Information Communication and Technology Systems (ICT):

- Consult with WWF-Pacific Regional ICT Co-ordinator for technical support and advice.
- Liaises with IT service providers to ensure the services are in order.
- Ensure backup is carried out regularly and all data are kept offsite.

IV. Profile:

Required Qualifications:

- 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*.

V. Working Relationships:

Internal:

WWF PPO:

- Interact closely with Country Manager PNG & WWF-PNG Country Management team. Engages with WWF-PNG team and WWF-Pacific Finance team.

WWF Network:

- Country Finance Managers, Finance and Internal audit teams at WWF International and donor NOs.

External:

- Local banks, Tax agents, External auditors
- Public Service Commission, Fiji Office Landlord and Real estate Agents.
- Donors

This job description covers the main tasks. Other tasks may be assigned as necessary according to organisational needs.

Prepared by Finance and Administration Manager: _____ Date: _____

Approved by PPO Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____