



***for a living planet®***

WWF- Kenya, is seeking to recruit a:

**Finance Manager  
(To be based in Nairobi)**

The role will provide strategic leadership in developing organizational financial strategy and annual plans, managing financial performance safeguarding organization's asset, reporting and internal controls to achieve operational efficiency and financial sustainability.

The incumbent will have the following key responsibilities:

- Provides expert financial guidance to the organization and all departments in organizational strategy formulation process to establish broad corporate goals and all areas related to finance/accounting including project financing, contract negotiations, tax strategies, regulatory compliance and interdivisional transactions;
- Leads financial strategy discussions and reviews to establish outcomes and impact
- Ensures timely preparation of finance department's annual work plans and budgets, forecasting and implement reporting framework for all necessary KPIs in line with the organizational strategic plan;
- Monitors performance of the organization against set financial targets and budgets
- Generates financial statements, reports and analysis to aid in decision making and implementing financial decisions
- Supports the development and implementation of a fundraising and investment strategy for programmes, infrastructure development, capital expenditures and organizational growth priorities;
- Ensures adequate budgets for operational costs are included in proposal budgets and ensuring core cost are recovered from projects and annual targets met

The prospective candidate should possess:

- Bachelor degree in Business field such as accounting, finance, strategic management.
- CPA (K) / ACCA and a member of a professional body in good standing
- 7 years with at least 3 years at senior management level in driving finance function

- Experienced in financial budgeting and strategy; business evaluation and advice, risk management and corporate governance, managed statutory requirements, financial accounting and reporting;

Interested candidates who meet the above requirements should email a cover letter and CV with '**Finance Manager**' on the subject line to the POD Manager, WWF-Kenya - [hresource@wwfkenya.org](mailto:hresource@wwfkenya.org) not later than 31, August 2016.

For a detailed Job description, kindly visit:

[http://wwf.panda.org/who we are/wwf offices/kenya/](http://wwf.panda.org/who_we_are/wwf_offices/kenya/)

***Kindly note that only shortlisted persons will be contacted.***

*WWF is an equal opportunity employer and committed to having a diverse workforce.*

## **JOB DESCRIPTION**

**Position title:** Finance Manager

**Reports to:** Chief Operation Officer

**Supervises:** Programme Accountant and Financial Accountant

**Job Grade:** TBA

**Location:** Nairobi, Kenya

### **Major function:**

To provide strategic leadership in developing organizational financial strategy and annual plans; managing financial performance safeguarding organization's asset, reporting and internal controls to achieve operational efficiency and financial sustainability.

### **Roles and responsibilities:**

#### **Financial Management, Strategy & Reporting**

- Provides expert financial guidance to the organization and all departments in organizational strategy formulation process to establish broad corporate goals and all areas related to finance/accounting including project financing,

contract negotiations, tax strategies, regulatory compliance and interdivisional transactions;

- Leads financial strategy discussions and reviews to establish outcomes and impact; and implements internal controls to achieve operational efficiency and financial sustainability;
- Ensures timely preparation of finance department's annual work plans and budgets; manages all budgeting processes, forecasting and implement reporting framework for all necessary KPIs in line with the corporate strategic plan;
- Monitors performance of the organization against set financial targets and budgets; reports progress and initiate corrective measures;
- Leads discussions in financial performance reviews, risk management and ensures action plans and remedial actions are implemented;
- Participates in business case analysis and performs due diligence; appraisals on prospective acquisitions or new projects and advises on viability before investment;
- Initiates consistent improvements in financial processes, internal controls and prepares presentations on the organization's financial position to senior management and/or the Board when required;
- Develops and implements strategies for organizational wide cost reduction through process, policy and practice initiatives to ensures effective management of costs across the entire operations, functions and key results areas;
- Prepares and presents accurate and timely reports on costs/revenue and updates forecasts in the light of changes in costs and revenue;
- Ensures that inter-office balances between WWF-Kenya and other WWF offices are reconciled and balances cleared on a quarterly basis
- Generates financial statements, reports and analysis to aid in decision making and implementing financial decisions;
- Ensures compliance with regulatory requirements; and manages relationship with external stakeholders especially tax authorities and financial institutions for strategic advantages;
- Plans for periodic and institutional audits and addresses final clearance issues with external auditors;
- Performs periodic analyzes of financial risks, implements risks management initiatives and provides advice to the organization for informed strategic decision making;

### **Management of Resources and Budgets**

- Supports the development and implementation of a fundraising and investment strategy for programmes, infrastructure development, capital expenditures and organizational growth priorities;

- Works with senior leadership to develop long term plans for the organization around resources growth and investment initiatives;
- Advises and implements financial controls to safeguard organization's assets and ensures adherence to and application of established policies, processes, procedures to achieve optimal efficiency, compliance and cost management;
- Facilitates the setting of both departmental work plans and staff performance targets and undertakes periodic performance appraisal for finance staff;
- Supports programme teams in developing bankable conservation proposals budgets as part of the wider resource mobilization strategy;
- Ensures adequate budgets for operational costs are included in proposal budgets and ensuring core cost are recovered from projects and annual targets met
- Participates in negotiating funding with donors, development partners and communities towards conservation when required.
- Maintains the integrity of the Accounting software ensuring it meets user requirements and users have the skills required to operate
- Oversees banking arrangements ensuring quality service at competitive rates while making the most of online banking facilities
- Ensures implementation of Standard Operational Procedures, tools and resources for effective and timely delivery of financial support to all users;
- Participates in effective development and delivery of the department's procurement plans and budgets to deliver departmental goals and financial savings plans;

### **Leadership and People Management**

- Provides leadership and supervises all finance teams.
- Liaises with Human Resource function in carrying out staff training needs assessments and recommends training programs to address performance gaps;
- Maintains staff discipline and ensures effective handling of staff grievances in consultation with HR function and disciplinary committee;
- Perform any other duties as may be assigned.

### **Key Skills/ Competencies**

- Strong financial management, corporate risks management and capital project appraisal skills;
- Sound knowledge of donor compliance regulations;
- Interpersonal skills and the ability to communicate effectively at all levels;
- Knowledge of Financial and ERP systems;

- Demonstrated initiative and the ability to work effectively within resource and time constraints;

**Experience:**

- 7 years with at least 3 years at senior management level in leading the finance function
- Experienced in financial budgeting and strategy; business evaluation and advice, risk management and corporate governance, managed statutory requirements, financial accounting and reporting;
- Experiencing in managing teams

**Qualifications:**

- Bachelor degree in Business field such as accounting, finance,
- Masters degree desirable
- CPA (K) / ACCA and a member of a professional body in good standing;

**Working Relationships**

**Internal:** interacts with the Executive Director, Director Finance & Operations, Heads of Departments, Finance & Operations staff and All WWF Kenya staff

**External:** Interacts with ROA Staff, WWF Network, Government Ministries and department, Service Providers and suppliers, Regulatory Bodies and Other Conservation Agencies