



*for a living planet*

## Financial Planning & Reporting Senior Manager, WWF-Singapore

### **About the World Wide Fund for Nature, Singapore (WWF)**

WWF is one of the world's largest and most respected independent conservation organisations. As one of the global hubs, WWF in Singapore supports a global network spanning over 100 countries.

We help ensure Singapore's future and protect critical resources by addressing deforestation, haze pollution, seafood sustainability and illegal wildlife trade. To meet our conservation goals, we drive change across government, business and the local community.

### **Major Functions:**

The Financial Planning and Reporting Senior Manager is responsible for the full spectrum of financial planning, analysis and reporting such as budgeting, forecasting, reporting and financial indicators performance management .. The incumbent will also be responsible to assist the CFO on Board papers preparation, governance issues and draft and review contracts.

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

- Ensure and guide the finance team on all aspects of financial planning, analysis and reporting. This will include driving and managing the annual budget exercise and periodic forecasting for the organisation, as well as preparing and tracking project budgets. .
- Review and analyse financial performance indicators for the organisation and for projects.
- Review monthly financial reports to internal and external stakeholders to ensure they are accurate and timely. .
- Monitor all project deliverables for the conservation projects that the organisation funds or receives funding for.
- Assist the CFO in preparing and review project contracts
- Responsible for all banking matters and cash management for the organisation.
- Work collaboratively with other internal stakeholders to ensure smooth data flow to Finance for analysis or reporting purposes.
- Assist the CFO on board and governance matters
- Provide recommendations on business processes improvements
- Performs other appropriate duties upon request by the CFO

### **Profile: Required Qualifications:**

- ACCA qualified / Bachelor's Degree
- At least 7 years of financial, planning and reporting experience within an international organization, multinational company or charity with complex donor requirements
- Experience in managing a team

### **Required Skills and Competencies:**

- Good knowledge of IFRS
- Proficient with Microsoft Office especially powerpoint and spreadsheets
- Experience in ACCPAC and SAGE preferred
- Strong analytical skills
- Self-starter with strong organizational skills

- Honest and mature with high integrity
- Team player and has experience in managing staff
- Willingness to share knowledge and train staff
- Able to multi-task and work under pressure
- Good communication skills, with spoken and written fluency in English
- An interest in environmental conservation
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

### **Working Relationships:**

**Internal** – With the WWF Singapore Chief Executive Officer, Chief Financial Officer, Senior Management Team, Finance Team and all WWF Singapore Staff

**External** – With donors, partners, auditors and suppliers

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 organisational needs.

### **How to apply?**

Send your covering letter and CV to [hr@wwf.sg](mailto:hr@wwf.sg) as one file subject line:. We will not accept applications without CV and Covering Letter.

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