**JOB DESCRIPTION**

**Title:** Accounting and Finance Head

**Report to:** Director of Operations and Development

**Supervises:** Accounting Officer, Treasury Officer and Payroll

**Date:** August 2018

**Location:** WWF- Colombia

**Principal function**:

The Accounting and Finance Head directs the general administration of all accounting and fiscal functions including, treasury, payroll, audit integrity (internal, external and fiscal audits). Ensures compliance with policies, procedures and internal controls and recommends changes, as needed. This position anticipates and monitors situations of fiscal and financial risk that could adversely affect the organization and directs and manages the financial analysis and accounting applications and the overall fiscal maintenance of the WWF Colombia, and satellite office/s.

**Responsibilities**:

* Facilitates and overseas the design and implementation of all accounting procedures, cash management, accounting software, financial analysis, financial reporting and audit protocols.
* Manages the functional areas of accounting, fixed assets, purchasing, payroll, treasury, cash management, tax compliance and auditing.
* Makes recommendations to Senior Management regarding potential improvements in efficiency and effectiveness within all financial and accounting sectors.
* Assesses the internal and external data analysis and reporting needs and obligations of WWF Colombia. Reviews, analyzes and interprets information gathered from financial reporting systems.
* Works in coordination with the Project Management Unit lead on analysis of the short and long-term financial sustainability of the office, ensuring that the financial reports provide accurate information to support high-quality analysis and inform financial decisions of the WWF Colombia office.
* Works in coordination with the Project Management Unit lead on the institutional budgeting and forecasting process to ensure a well-organized and integrated budget development and implementation process.
* Compiles and presents financial information to Senior Management, regarding, statement of financial position, statement of activities and any other required reports.
* Implement and maintain sound separation of duty roles and responsibilities.
* Manage the work and performance of the accounting and finance staff, to ensure appropriate classification, completeness, cutoff and overall transactional integrity is maintained. This responsibility extends to other defined satellite offices.
* Ensures that the office complies with WWF-US policies and procedures, and all governmental, tax and other local regulations.
* Serve as the primary liaison to all internal and external auditors.
* Work closely with the WWF-US Controller’s office, Sr. Director of Operations & Finance and Program Operations VP for guidance, clarifications and any other matters.
* Performs other duties and assignments as required

**Skills and Abilities:**

* CPA and/or MBA required
* Must have in-depth knowledge of not-for-profit accounting and financial management.
* Prior high-level experience as a Director of Finance, Controller or similar position, in a not-for-profit environment.
* Must be fluent in English (written and spoken)

**Requirements:**

* Must be available to travel

**Competencies:**

* High level presentation skills to senior management
* Leadership and the ability to delegate, supervise and comply with strict deadlines
* Good communication skills at all levels in the organization.
* Team management

**Please send your resume and cover letter in English to** [rrhh@wwf.org.co](mailto:rrhh@wwf.org.co) . Please include *Accounting and Finance Lead* as the subject line. The deadline for application is September 26, 2018.