



TERMS OF REFERENCE

Position Title: .Financial Controller

Reports to: TCO Finance Manager

Supervises: 5 Accountants

Location: Dar-es-Salaam – Tanzania.

Starting Date: 10 February 2018

Major Functions:

Under the directives of the Finance Manager the Financial controller's responsibilities will be as follows:

- Provide overall financial management duties to the CBNRM program
- Provide hands on support to the Program Coordinator and the Program team on all financial and operational issues to ensure effective management of the CBNRM and other TCO projects.
- Oversee implementation of donor and WWF's operational policies, procedures standards and systems including budget management, financial reporting, and Support audits.
- Support and coordinate development of program's operational, strategic and business plans and ensure effective implementation of the same
- Effective management of the finance team and ensure that there are set out rules for pernance measurement and they are adhered to all the time,
- Ensure accurate and timely financial information for TCO is provided to all stakeholders, Internal and External.
- Perform other functions as may be directed by the Programme Coordinator and TCO Head of Finance.
- Effective management of the finance team and ensure that there are set out rules for pernance measurement and they are adhered to all the time,

DUTIES & RESPONSIBILITIES

Program budgets management

- Prepare program budgets and forecasts.
- Manage program expenditure by ensuring that all program activities are fully funded and expended appropriately.
- Conduct monthly program financial reviews and reporting (budgets vs. expenditure).
- Liaise with project technical staff and the TCO Finance Manager on budgetary/cash flows and disbursements from the donor and to program.
- Support preparation of the annual plans and budgets including revisions and forecasts
- Coordinate regular program team financial reviews based on work plans and expenditures.
- Update and facilitate technical staff's comprehension of the respective financial management issues.

Financial management and accounting

- Playing a leading role in preparation and ensure timely submission of all financial reports for review and approval to Programme Coordinator and Finance Manager for further submission to donors and other partners as per respective contracts.
- Manage key Office documents including filing of invoices, contracts, vouchers and other related documents in line with Field Accounting Manual and donor requirements.
- Ensure that all transactions are entered in the TCO's financial systems on monthly bases and in a timely manner
- Ensure all procurements are done in accordance to respective laws and standard procedures including the field accounting manual and donor requirements.
- Provide the Logistics Officer with a list of program assets those given to partners and/or government; follow up on proper disposal during program period and at end of program as per donor requirements.
- Monitor and analyze all balance sheet, income and expenditure accounts for the Office.
- Ensure that all costs charged to projects are allowable , reasonable and allocable and in compliance with GAAP, WWF policies and Donor requirement

Contracts & Grants management

- Establish and maintain contracts database for the assigned programs
- manage program incoming and outgoing contracts/grants
- Ensure that all contracts & grants are timely and properly developed
- Oversee that all program components fulfil their contractual obligations including timely delivery of results/outputs and reporting.
- Update the program team of contractual deliverables

Program audits

- Organize Office and program audits including preparation of documents for internal, external and donor audits.
- Liaise with internal and external auditors on audit related issues
- Facilitate auditors in performing on-site visits.
- Assist in providing management responses to audit reports and implement recommendations.

Partnership management

- Maintain a record of key program partners and oversee respective program partnership obligations and maintain records of financial transactions and decisions including those originating from WWF-US to the partners
- Receive and analyse all financial related reports from in country based partners including partner financial capacity assessments, trainings, partner audit working papers
- Analyse records and financial/operational risks and advice on corrective measures including capacity building as deemed appropriate.

Monitoring

- Provide regular support to program sites through visit and review of accounting and operational systems
- Provide support on systems update including new activities and programme integration and/or consolidation.
- Prepare, review and analyse financial report for TCO and Upload it on the Regional Database on Time.
- Prepare, review and analyse financial report for Programme and submit it to Finance Manager and Programme Coordinator

General Responsibility:

- Undertake any other official duties as assigned by the Programme Coordinator, TCO Finance Manager and the WWF Country Director or his/her assignee as would be required.

Supervisory Responsibility: 5Accountants

Working Relations:

Internal: Interacts regularly with TCO senior management team, CBNRM Programme team, other TCO Staff and WWF – Network staff.

External: As a Financial Controller , you will be working with WWF network Offices,Programme Partners such as USAID, Wildlife Division /MNRT and Division of Environment /VPO. Also, you will be working with the various AAs in the WMAs, Local Governments, other International agencies and

Donors. You will be required to maintain and uphold good conducts and respectability, collegiality and promote the good image of WWF.

Qualifications and skills

- Bachelor of Commerce (B.Com) in ~~Aeeccounting~~Accounting or higher studies from a recognized university. Possession of a CPA or ACCA as full accounting professional qualification is a must.
- At least 5 years of experience in financial / project management position.
- Computer literacy especially in spreadsheets, word, email and familiarity with Accounting packages and financial systems
- Understanding of USAID policies and procedures
- Understanding and working with INGOs

Prepared by HR Manager: _____ Date: _____

Reviewed by TCO Head of Finance: _____ Date: _____

~~Approved by~~ Country Director _____ ~~Date:~~ _____

Accepted by Staff member: _____ Date: _____