

JOB DESCRIPTION

Position title: ORACLE Specialist, Reporting and Compliance
Reports to: Manager, Financial Support and Capacity Building
Supervises: N/A
Date: October 2017

- I. Mission of the Department:** To ensure the effective management and control of finances through timely and accurate financial reporting, budgeting, planning and to ensure compliance with Swiss GAAP and local statutory compliance for all country offices in the GM region.
- II. Major Functions:** Acts as the subject-matter expert for all modules for Oracle Light, Noetix and Tableau and is accountable for making sure it remains cohesive and integrated. Coordinates the design of financial reports needed by the country offices using data in the Oracle. Provides training on all ORACLE modules and on the use these financial reports.

III. Major Duties and Responsibilities:

- With input from country offices, analyses and identify the needs for reporting tools, gathers and synthesizes user requirements, and co-ordinate the design of financial reports.
- Takes responsibility for ensuring all reasonable reporting requirements are met – in collaboration with the designated regional reporting super users, assesses requests for new reports, determines the most appropriate tool and method for generating them, allocates responsibility for producing (including to self), documenting and testing the reports and supervises this work when done by others.
- Trouble-shooting and finding solutions to issues.
- Develop training materials to facilitate.
- Undertake due diligence/ support and implementation of oracle in new or existing field offices.
- Support workflow process improvement POST Oracle.
- Conduct systems audit and compliance.
- Trains and supports the designated regional Oracle users and super-users.
- Plans and coordinates training for users of the reporting tools in collaboration with the designated country office super users.
- Maintains an on-line inventory of reports.
- Act as an Oracle regional super users for AP, GL, CE, IC, Conso, Noetix and Tableau.
- Participates in various WWF projects as necessary, in consultation with the Manager, Financial Support and Capacity Building.
- Performs other duties from time to time at the request of the Manager, Financial Support and Capacity Building.

I. Profile

Required Qualifications

- A degree in Accounting or Finance.
 - At least 3 years of experience working in accounting and finance with excellent ERP working knowledge and good experience with various reporting tools.
 - Prior audit experience would be an advantage.

Required Skills and Competencies

- Excellent computer skills (extensive experience with Oracle, reporting software and MS Excel is essential).
- Knowledge and ability to undertake the administration of a reporting solution, preferably Noetix
- Problem solving, root cause identification and process design skills.
- Strong analytical and decision making abilities.
- Proven interpersonal and communication skills & ease with colleagues from many different cultures.
- Good organizational and planning skills.
- Ability to work with minimal supervision and to deliver results under time-pressure.
- Proficiency in English.
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical constructive way.
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.

II. Working Relationships:

Internal – Frequent interactions with all Country Offices in the GM region and WWF International-Oracle Analyst and Reporting.

External - External auditors.

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 organizational needs.

Prepared by Supervisor: _____ Date: _____

Accepted by Departmental Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____