



Join WWF and make a difference to today's world.

WWF Ukraine is seeking to recruit an ambitious and experienced professional for the position of

Finance & Administration Manager

(full-time, based in Kiev)

WWF is an international nature conservation organization founded in 1961. We're active in over 100 countries and have over 6000 employees. WWF works for the improvement of the natural environment, so that people can live in harmony with nature.

The Finance and Administration Manager will have the overall responsibility for the operations of the finance and administration department of the newly established WWF Ukraine. The role will be key in provide support to WWF Ukraine and interacting with Regional Management. This is a good opportunity for an ambitious professional with significant managerial experience and strong leadership skills to take part in the further development of WWF Ukraine.

Your responsibilities:

Financial Management and Reporting

- Ensure implementation of and then ongoing accounting and financial management system in the new Ukraine country entity
- Responsible for financial reporting (statutory, WWF internal and according to donor requirements)
- Lead the compilation of financial projections and budgets as required; assist in compilation and review of project budgets
- Ensure ongoing accounting, financial and tax compliance and reporting, in accordance with all statutory, internal and donor requirements
- Ensure appropriate cash flow management.
- Organize external and internal audits
- Ensure appropriate internal policies, processes and controls
- Ensure close monitoring of overall WWF Ukraine costs and spending, in accordance with agreed contracts and budget

Administration (incl. HR administration)

- Responsible for all administrative matters and the day-to-day running and administration of the Ukraine Country Offices and ensures respective infrastructure and logistics (incl. ICT).
- Ensures appropriate procurement operations, contractual agreements, services and other transactions necessary for the daily running of the office according to signatory limits etc.
- Ensures that all administrative matters are conducted according to WWF's policies and procedures.
- Bear responsibility for the proper management of all Finance & Administration staff (2 HQ), development of team capacity and ensure all strategic and work processes in the department are working effectively
- Ensure effective and timely management of all administrative matters related to personnel in accordance with all local statutory requirements and WWF's internal controls
- Ensure a suitable payroll system is in place (in-house or outsourced) in full respect of Ukrainian law
- Collaborate closely with regional HR, to ensure all staff have appropriate valid contracts and job descriptions, in accordance with job evaluation methodology and salary policy

What we look for?

- University degree in business administration, finance, accounting or related field
- At least five years financial experience in a managerial role



- Exposure to international accounting standards and integrated accounting systems (Oracle, SAP, Navision or similar) are an asset
- Solid knowledge of local non-governmental and financial/accounting laws and rules
- Fluent written and verbal Ukrainian and English (we work in English speaking environment)
- Work experience in non-governmental organization is an asset
- Strong leadership and decision-making skill
- Ability to communicate effectively, proactive, self-starter attitude
- Ability to work in an international environment and within a multi-cultural team

What's in it for you?

- Challenging and fulfilling work in one of Europe's most exciting eco-regions
- Friendly and highly professional working atmosphere in an international context
- Varying tasks and independent work style
- Continuous professional development opportunities
- Pleasant working atmosphere and great learning environment
- A competitive salary according to NGO standards

If you are up to the challenge, we invite you to submit your CV and cover letter in English to the attention of Tsveta Petrushinova at tspetrushinova@wwfdcp.bg no later than **25 October 2018**. Please understand that we can only contact short-listed candidates.