



**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 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

- Lead the process of accounting and financial management system and processes implementation on country level
- Ensure appropriate cash flow management
- 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
- Organize external and internal audits, respond to findings and implement audit recommendations, as necessary, ensuring proper liaison with Regional management
- Ensure appropriate internal policies, processes and controls are in place in compliance with WWF policies and local requirements in all offices of WWF Ukraine. Maintain ongoing control via on-site visits
- Develop and maintain an appropriate cost recovery system to ensure that core costs are correctly funded or transferred to projects
- Ensure close monitoring of overall WWF Ukraine costs and spending, in accordance with agreed contracts and budget. Has authority to cease payments to contractors in case of misuse of funds.
- Ensure efficient bank relationships; bear responsibility for maintaining proper bank account(s) and signatory rights, in accordance with WWF signatory policy
- Ensure monitoring of donor funds transfer
- Provide other support related to Financial Management and Reporting to both local and regional management as necessary

#### Administration (incl. HR administration)

- Bear responsibility for the proper management of all F&A staff, development of team capacity and ensure all strategic and work processes in the department are working effectively
- Supervise all administrative matters, making sure they're effective and in accordance with WWF's policies and procedures; ensure necessary infrastructure is in place and assets are managed properly.
- Ensure effective and timely management of all administrative matters related to personnel (valid contracts, confidential management of data, timely remuneration payment, vacation and absence management, etc.) in accordance with all local statutory requirements and WWF's internal controls



- 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
- Ensure a suitable payroll system is in place (in-house or outsourced) in full respect of Ukrainian law
- Ensure insurance covers identified work-related risks,
- Ensure health insurance subscription for all existing employees and coordinate the process with the health insurance provider
- Coordinate work with Health & Safety external provider and ensure WWF Ukraine's H&S practices are in line with local legal requirements.

#### **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 Slovak 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](mailto:tspetrushinova@wwfdcp.bg) no later than **9 March 2019**. Please understand that we can only contact short-listed candidates.