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JOB DESCRIPTION

Position title: Financial Controller

Reports to: Finance Manager, Africa

Supervisory Responsibilities: -

Grade:

Date: June 2015

I. Mission of the Department: *To ensure Country offices' (COs) financial health and performance meet WWF Global Standards and that they are financially sustainable. To ensure that sound financial and accounting systems are in place, including the implementation of proper financial controls and procedures. Financial systems in this context include management information systems and statutory reporting requirements. In addition, the department also addresses Information Technology, Administration matters, marketing and fundraising.*

II. Major Functions: *To ensure Country Offices have efficient operating systems, strong internal accounting and finance operations that comply with WWF standards and donor obligations. Supports implementation of policies, procedures, and systems for all financial support services in the Country Offices, including accounting, financial reporting, administration, auditing, internal controls and adherence to guidelines and standards developed by WWF.*

III. Major Duties and Responsibilities:

For the countries he/she is in charge of,

- *Ensures the adequacy of financial reports, systems, procedures and internal controls in all programme locations; oversees the financial consolidation of all reporting into the Regional Office for Africa;*
- *Carries out periodic reviews of country offices' financial reports, systems, procedures, and internal controls at all programme locations, follows up on any specific action plan to improve those and communicates on a regular basis on the status of each country;*
- *Develops and delivers on a timetable for data transfer from all the countries under his/her responsibility, to ensure timely preparation of consolidated financial reports;*
- *Provides quarterly financial reports to the Finance Manager and for ROA RMT for all the countries with proper analysis; advises on opportunities for improvement as well as potential risks related to countries' financial health and performance;*
- *Ensures that all countries properly prepare, administer and control their donor contracts, consultancy contracts / agreements and sub-grants and monitor and fulfil their contractual obligations including reporting to donors;*
- *Ensures that external and internal audits, including internal audits carried out by the Regional Office for Africa, are properly organised, and that there is proper and timely follow-up of implementation of audit recommendations. Inform the Finance Manager on a regular basis on the audit status and provide summary reports highlighting any issue and need for action;*

- *Participates in the compliance visits and in any other audits in collaboration with the Internal Auditor;*
- *Supervises financial management of the ROA budgets including trans-boundary and/or regional programmes managed under the Regional Office for Africa;*
- *Ensures that all countries operate in strict application of laws and regulations in force, and that policies and procedures are adapted, where necessary, to reflect these laws and regulations;*
- *Ensures that all countries apply WWF Policies and Procedures as set out in the appropriate manuals, and, where appropriate, supports the adaptation of those by Country Offices to local context. Contributes, if needed, to the development, revision of WWF procedures.*
- *Supports the roll-out of new financial systems, contributes to their improvements and collects feedback from the end users, takes the lead for the implementation in his/her countries.*
- *Develop training materials, provide trainings to Country Offices under the coordination of the Finance Manager.*
- *Leads the completion, analysis of country dashboards and any other finance performance tool for his/her countries.*
- *Supports ROA and countries budgeting process, reviews country budgets.*
- *Performs other duties as requested by the Finance Manager.*

IV. Profile:

Required Qualifications

- Bachelor degree in Accounting or Management, at least ten years' experience in these areas;
- Full accounting qualification, i.e. CPA, ACCA or equivalent;
- Demonstrated skills in developing, managing, and evaluating financial and administrative plans and policies;
- Experience working with government and international donors;
- A thorough knowledge of, and dexterity with, accounting software's;
- Experience working with international organizations involved in environmental and/or community issues as well audit experience would be an advantage

Required Skills and Competencies

- Strong knowledge of financial management, reporting and accounting, and related controls;
- Strong leadership abilities;
- Ability to work under pressure;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within WWF and, as required, with external stakeholders;
- Decisive, proactive and collaborative;
- Excellent oral and written communications skills; and
- Adherence to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results

V. Working Relationships:

Internal – Interacts and works closely with finance and administrative staff in all the Country offices, as well as with other senior managers from the Regional Office for Africa and project staff. Coordinates and interacts as appropriate with members of GI teams, WWF International, and other WWF offices.

External – Interacts as required with donors, and other stakeholders, in collaboration with the Finance Manager and the relevant Country Directors and Country Finance staff as appropriate.

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.