



together possible.

JOB DESCRIPTION

Position title: Chief Finance Officer
Reports to: Country Director
Supervises: Head of Accounting, Head of Project Finance unit, IT Officer and PAFO1s.
Level: Function Head
Location: Yaoundé, Cameroon
Date: August 2018

I. Mission of the Department:

In a spirit of excellence, integrity and dedication, the Finance Department is committed to providing timely, accurate, clear and complete information and support for a high performing WWF-Cameroon Programme Office (CCPO) with efficient and effective Financial & Accounting operations and IT services, systems, internal controls as well as a sound management of financial resources to delivering conservation activities and overall strategic plan.

II. Major Functions:

The Chief Finance Officer (CFO) is a member of the SMT (Senior Management Team). He/she oversees all aspects of the Accounting, Finance and IT functions in Cameroon, through the implementation of financial standards, policies, procedures, and processes for effective and efficient operations. He/she will:

- Ensure that an appropriate financial sustainability plan is implemented to support CCPO's development as a strong Country Office;
- Ensure high quality financial management, financial reporting and accountability are consistent with WWF Policies, local regulations and donors requirements;
- Ensure the development and implementation of adequate system, processes /procedures and tools in the CCPO to support program delivery in accordance with standards, policies, laws and regulations;
- Contribute to the strategic development of CCPO as part of the SMT;
- Ensure compliance with local and international laws and WWF principles;
- Ensure line management of staff of the Finance unit.

III. Major Duties and Responsibilities:

The CFO supervises or performs directly the tasks below within the Cameroon Programme while ensuring that they are equally performed in all the Cameroon field sites by qualified and trained staff, in compliance with WWF International procedures. S/he verifies this by regular visits in the field and by arranging a system of reporting that allows monitoring the performance of each Field Project and Programme.

Policies, procedures and systems

- Ensures that all programme locations apply the established WWF International Field Operations Policies (FOM) and Network Standards as set out in the appropriate manuals;
- As appropriate and when required, co-ordinates the development and implementation of local versions and adaptations of existing WWF policies and standards. The adaptation process itself needs to comply with FOM requirements.
- Ensures that all Programme locations operate in strict application of the prevailing national laws and regulations as well as global and regional policies and procedures.
- Ensures that all locations are adequately equipped with WWF International approved finance systems and software while guaranteeing that relevant staff members are properly trained accordingly,
- Ensures wide awareness of WWF's fraud and corruption policy by Finance staff and promotes zero tolerance for any reprehensible cases.

Planning, Budgeting and Forecasting

- Ensures that the programme and project budgets and forecasts are prepared in accordance with WWF budgeting standards and requirements, and provides staff training as necessary;
- Ensures Finance supports Programme and Project leaders in the preparation of annual budgets; reviews these budgets and provides his comments and recommendations to the Country Director;
- In conjunction with Finance team, coordinate the maintenance of cost database used in the budgeting process;
- Coordinates the development, review and approval of the annual project budgets and project forecasts for all Programmes.

Financial management, Accounting and Reporting

- Ensures that all Programme locations have appropriate financial structures with qualified staff;
- Ensures that all finance staff in WWF Cameroon have clearly-defined objectives, indicators of achievement, and quarterly/annual workplans;
- Develops and review staff Job Descriptions and Terms of Reference of staff;
- Ensures that the accounting system, records and files are kept up to date in compliance with WWF accounting policies and legal and statutory requirements;
- Regularly reviews the financial status of income and expenditure of all projects against agreed budget. Brings to the attention of the Country Director as well as relevant programme staff any potential problems with special attention to deficit situations and other financial issues;
- Ensures the integrity, accuracy and completeness of financial data and reports to internal and external users and ensures timely submission as required;
- Periodically evaluates and reviews financial performance of CCPO and its projects, using efficient tools and processes (PO dashboard and KPIs, TB monthly review, quarterly financial review...)
- Prepares, administers, and controls approved consultancy contracts / agreements and sub-grants;
- Identifies monitors and mitigates risks affecting WWF Finance operations
- Ensures tight management of projects and Core funding limiting occurrence of deficits, interproject loans and losses.
- Assists in the development and maintenance of appropriate cost recovery systems to ensure that all Core costs are correctly funded and properly allocated to beneficiary projects;
- Liaises efficiently with other WWF's Finance staff in other countries and any finance leaders at the regional or network level to ensure consistent finance management practices and accountability;
- Monitors submission of financial reports to ensure that these are timely, complete, correct and appropriate. Identify problems and assist in providing solutions;

Treasury Management

- Maintains appropriate liquidity levels for the country office and ensures the cash and bank accounts are managed in an effective manner;
- Ensures all cash and bank accounts are correctly and timely reconciled on a monthly basis.
- Reviews and approves all project cash flow projections;
- Liaises with donor contacts and coordinates a timely call of funds for all WWF Cameroon projects and coordinates transfers of funds to WWF Cameroon field offices;

Audit/ Controls

- In accordance with the Internal Controller, coordinates programme-wide and project specific external, internal and self audits and organizes provision of required information and support;
- Prepares the management responses to audit recommendations and ensures their implementation and reporting to WWF-International.

IT

- Supervises the IT unit and ensures that IT function plans, develops and maintains an up-to-date organization's IT infrastructure and systems;
- Ensures an adequate, efficient and secure IT support to all other functions throughout the country.

- Ensures that an appropriate training programme is in place for hardware and software use and that all employees have an acceptable skill level as necessary.

Others

- Ensures that the supervised staff perform in accordance to their JDs;
- Gives support/ advice to supervised staff ;
- Performs a periodic assessment for a better performance.
- Performs other duties as assigned.

IV. Profile:

Required Qualifications and experience

- Master's degree in Accounting, Finance Management or equivalent;
- At least 7 years of similar professional experience, with 5 years at a managerial position ;
- Demonstrated skills in developing, managing and evaluating financial plans and policies;
- Experience working with government and international donors;
- Good knowledge of, and dexterity with, accounting software;
- Experience working with international organizations involved in environmental and/or community issues would be an advantage;
- Excellent communication oral and written skills in French and English.

Required Skills and Competencies

- Strong leadership and management skills;
- Excellent planning and organizational skills;
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels, within WWF and, as required, with external stakeholders;
- Ability to work under pressure;
- Ability to conduct a multidisciplinary team and to work within a multicultural environment;
- Dynamic, integrity, responsive disposition;
- Ability to undertake frequent field trips;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal - The CFO interacts and works closely and on a regular basis with the Country Director, the Senior Management Team, and finance staff in all WWF CCPO offices, as well as with other CCPO managers and project staff. Coordinates and interacts as appropriate with members of WWF Regional Office in Africa and International, and other WWF offices if needed.

External - The CFO interacts as required with governmental institutions, donors, legal and tax advisors and other stakeholders.

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: _____

Reviewed by P&C Manager: _____ Date: _____

Approved by Country Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____