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## **JOB DESCRIPTION**

**Position title:** Risk and Compliance Manager, Africa

**Reports to:** Director, Finance & Operations, Africa

**Supervises:**

**Grade:**

**Date:** July 2015

**I. Mission of the Department:** *To ensure Country Offices' (COs) systematically manage risks and performance and WWF Global Standards and that they have adequate internal controls over all functional areas. To ensure that sound financial and accounting systems are in place, including the implementation of proper financial controls and procedures. In addition, the department also addresses controls and risk management in all aspects of programme delivery including partnerships, human resources, logistics, procurement, communications, marketing, fundraising, legal, contract management, and information technology,*

**II. Major Functions:** *To assess the level of risks within Africa and ensure required actions are identified and implemented to mitigate those. To ensure through regular audits that country offices have effective internal control systems and comply with WWF policies and procedures as well as donor and country regulations. To coordinate actions in response to fraud cases in Africa in close collaboration with WWF-International.*

### **III. Major Duties and Responsibilities:**

- *In coordination with WWF-International and CCW (Global Internal Auditors) with the COs' Compliance Offices/Financial Controllers, leads the development of a region wide self-audit plan and its implementation to ensure regular and adequate audits are performed in all COs and particular attention is given to high risk offices/locations and programmes; These plans would be approved by the RMT and reports would be to the Country Directors and to the RMT.*
- *Recommend and implement best approach for regular compliance reviews*
- *Ensures COs follow up and implement in a timely manner all external audits, internal audit, project specific and self-audit recommendations;*
- *Ensures WWF Fraud & Corruption policy and other related procedures are enforced and well known by staff and other stakeholders in Africa;*
- *Coordinates and builds the capacity of COs' Internal Auditors/Financial Controllers on internal controls, audit skills and fraud detection;*
- *Builds capacity of Senior Managers and other staff in terms of risk management and internal controls;*
- *In close collaboration with WWF-I, coordinates responses to fraud allegations in the Africa region, maintains a fraud register and shares lessons learnt;*
- *Works with Director Finance and Operations to establish regular and ad-hoc updates to WWF Audit Committee;*
- *Inputs in COs' risk assessment and risk management action plans ;*

- *Develops an Africa-wide risk assessment and mapping, leads the implementation of a mitigation action plan. Proactively evaluates risks and internal controls against changes and trends;*
- *Identifies ways of improving cost-efficiency and streamlining processes and advises Management at both country and Africa levels;*
- *Advises on ways to improve internal control systems;*
- *Performs other duties as requested by the Director, Finance & Operations or his/her designate.*

#### **IV. Profile:**

##### **Required Qualifications**

- *An Advanced degree in Finance, Audit, or Management;*
- *CIA, CPA, ACCA, CIMA qualifications or equivalent;*
- *At least 10 years' experience as Financial Controller, Auditor or Finance Manager in a reputable organization; Risk Management experience would be desirable*
- *Demonstrated skills in developing, managing, and implementing Audit Plans in large and complex organizations;*
- *Experience working with international organizations involved in environmental and/or community issues would be an advantage..*

##### **Required Skills and Competencies**

- *High level of technical auditing skills, knowledge of relevant international standards governing internal audit practice;*
- *Excellent advisory skills with high work standards and ability to promote team synergy in a multi-cultural work environment;*
- *Excellent interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position;*
- *Strong team-player with ability to work in virtual teams;*
- *Ability to work and communicate effectively with a broad spectrum of individuals within a broad range of cultural environment, especially in the African context;*
- *Ability to train others;*
- *Decisive, proactive, collaborative;*
- *Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.*

#### **V. Working Relationships:**

**Internal** – *Works closely with the Director, Finance & Operations and other Regional Office for Africa finance staff, Country Offices Senior Management teams, Country Offices Internal Auditors/Financial Controllers, Finance staff in WWF-International and other regions and the Audit Committee.*

**External** – *Works closely with the firm in charge of WWF-I Internal Audits. Links with external auditors, partners, donors.*

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.