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JOB DESCRIPTION

Position title:	Finance Manager
Reports to:	Representative
Supervises:	Fiji: Regional Accountant, Fiji Programme Accountant, GAA Accountant, Finance Officer, ICT Coordinator Co-ordination, reporting to management & staff in Papua New Guinea (PNG) and Solomon Islands (SI)
Office:	WWF Pacific
Location:	Suva, Fiji
Date:	June 2017

I. Mission of the Department:

- To develop, implement and drive Finance strategies for WWF Pacific (Fiji, PNG & SI);
- Ensure & maintain high-performing Finance units within WWF Pacific with alignment to the WWF Pacific's Strategic Plan 2016 to 2020.

II. Major Functions:

- Supervise the financial and administrative operations of WWF Pacific;
- Direct the development and implementation of policies and procedures on all accounting, , auditing, IT systems, financial and budgeting activities and internal controls of WWF Pacific, assuring adherence to guidelines developed by WWF Pacific, WWF International and its donors;
- Ensure compliance to finance standards, policy and procedures of WWF International and donors;
- Responsible for the full spectrum of financial management and control and ;
- Work with IT Coordinator with regards to the Twinning Agreement between WWF Australia and WWF Pacific on strengthening IT resources in the Pacific offices.

III. Major Duties and Responsibilities:

Network Standard Compliance

- Ensure WWF Operational Network Standards (ONS) related to Finance policies and procedures are applied for compliance with alignment to local financial laws and other statutory requirements in Fiji, PNG & SI;
- Ensure appropriate resources and training of staff on Finance policies and procedures with necessary level of access to approved systems and software.

Strategic Planning & Implementation:

- Support the WWF Pacific Strategic Plan implementation with regular monitoring and updates of the Finance strategy to reflect the global Finance strategy and Operations of the WWF Network and alignment with the rest of the WWF Pacific's Operations Plan;
- Ensure timely and quality submission of PO dashboard and WWOV Finance submissions for Fiji,

PNG & SI offices;

- Meet WWF International Key Performance Indicators (KPI's), and other reporting requirements;

Management of FINANCE & Operations Function:

- Liaise with the WWF International internal auditor and external auditors related to Finance audits and self-audits (if required), and ensure timely implementation of audit recommendations for WWF Pacific;
- Supervise and manage the Finance staff in all Finance and reporting responsibilities;
- Respond to queries and requests for information on Finance policies and related work;
- Oversee the operation of ACCPAC in WWF Pacific for ongoing relevance and continuous improvements;
- Identify, monitor and provide relevant training & backup to Finance staff on key WWF Finance Guidelines (Finance & ICT), and on Accounting & ICT Systems & Software as and when required;
- Provide training in relation to budgeting, donor requirements, cost recovery, and third party requirements, as appropriate;
- Ensure that all financial operations comply with local laws, and statutory regulations;
- In conjunction with WWF Pacific Finance unit, to prepare the operational manual for projects WWF Pacific when necessary;
- Establish good working relationships with donors and be a main contact liaison for financial-related matters for regional projects;
- Provide transparent and unbiased performance reviews for Finance team during mid-year and end-of-year performance on Achievement Impact Management (AIM);
- Review and provide input into annual Finance work plans and terms of reference where required.

Senior Management Team (SMT):

- Participate in regular SMT meetings to discuss and act upon current and ongoing matters related to the proper functioning of WWF Pacific;
- Provide regular updates to SMT on the progress of the financial performance;
- Provide policy papers to SMT for discussion and approval for WWF Pacific's growth and advancement.

Accounting and Internal Control:

- Co-ordinate all internal and audits of units, projects and programme with the auditors, relevant WWF Pacific staff, together with the preparation of all audit schedules;
- Review the auditors' recommendations with WWF Pacific SMT and ensure the timely joint responses to these recommendations and submission of implementation action plan.

Financial Planning, Management & Reporting:

- Contribute to the development of business plans for WWF Pacific, ensuring all aspects of monitoring and reviewing are in place;
- In accordance with the annual planning cycle, support and review the preparation of annual budgets for WWF Pacific. Plan and facilitate an annual WWF Pacific core operating budget meeting with the SMT to develop and confirm the annual budget based on the annual operations plan;
- Provide financial resource & budgeting input into funding proposals relating to GAAs, donor NOs and other major donors to ensure WWF compliance with the requirements of WWF network accounting standards, Government ministries and regulations of the host country; and Government and Aid Agencies;
- Co-ordinate and review the preparation of the annual operations plans, core budget balance and forecasts;
- Review periodic submission of internal and external financial reports of WWF Pacific for timeliness, accuracy and relevance and to identify problems and solutions;
- Report the financial position of the programme on a quarterly and ad hoc basis to the Representative. Evaluate the financial performance of country offices quarterly with the SMT. This includes but is not limited to regular analysis of current financial reports, and ensuring that all other financial information required by GAAs and other donors are submitted promptly.
- Co-ordinate with the WWF Pacific leads and WWF International to establish project bank accounts. Take lead in maintaining relations with the bank;
- Provide relevant financial analysis and projections towards the production of WWF Pacific's Annual Report for WWF International;
- Oversee the implementation of an effective cost recovery system: incorporating cost recovery in all budgets, training staff on the system, and reporting back cost recovered to donors and Programme management.

Information Communication and Technology Systems (ICT):

- Supervision of ICT staff responsible for the provision of all ICT support and services;
- Supervise, co-ordinate and participate in the development and approval of WWF Pacific systems;
- Review, identify, propose and implement system & equipment changes for enhancement of ICT systems in consultation with WWF International;
- Monitor hardware and software needs of all users with recommendation of solutions computing problems where necessary;
- Ensure that appropriate ICT security systems are in place including appropriate data back-ups;
- Oversee the monitoring, maintenance and update of appropriate controls, such as anti-virus controls on all computers;
- Regularly carry out a survey of the ICT equipment in place and the appropriateness of the systems and controls (see ICT Status Report and ICT Self-Audit Checklist).

IV. Profile:**Required Qualifications:**

- A Degree in Finance, Accounting and/or Business Management or professional accountancy qualification;
- At least five years' professional experience in Finance, Accounting and supervisory, with a strong emphasis in the development, management and monitoring of financial systems;
- Professional membership towards an Accounting institute.

Required Skills and Competencies:

- Excellent organizational and interpersonal skills;
- Proven ability to function in a multi-cultural and multi-country environment;
- Fluency in English (written and spoken);
- Good computer skills in spreadsheets, accounting software, and word processing.
- Passionate about the environment and conservation;
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*.

V. Working Relationships:**Internal:**WWF Pacific:

- Interact closely with SMT members to contribute to achievement of objectives of WWF Pacific;

WWF Network:

- Country Finance Managers, Asia Pacific Programme, Finance and Internal audit teams at WWF International and donor NOs.

External:

- Local banks (ANZ, BSP & Westpac), tax agents, external auditors

This job description covers the main tasks. Other tasks may be assigned as necessary according to organizational needs.

Reviewed by Human Resources Manager : _____ Date: _____

Approved by WWF Pacific Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____