



for a living planet[®]

Senior Finance Manager, WWF-Singapore

About the World Wide Fund for Nature, Singapore (WWF)

WWF is one of the world's largest and most respected independent conservation organisations. As one of the global hubs, WWF in Singapore supports a global network spanning over 100 countries.

We help ensure Singapore's future and protect critical resources by addressing deforestation, haze pollution, seafood sustainability and illegal wildlife trade. To meet our conservation goals, we drive change across government, business and the local community.

Major Functions:

The Senior Finance Manager is responsible for the full spectrum of financial and accounting operations such as accounting, financial reporting, budget management, and internal controls. The incumbent will also be responsible to review funding contracts and to monitor the deliverables and funding requirements per contracts.

Major Duties and Responsibilities:

- Guide the finance team on all aspects of financial accounting and review the monthly closing to ensure all entries are coded and recorded accurately on a timely basis and that balance sheet accounts are analysed, reconciled and adjusted on a monthly basis.
- Ensure timely and accurate generation of monthly financial reports for internal and external stakeholders.
- Review financial policies and procedures and establish appropriate internal controls and measures.
- Conduct financial analysis, monitor financial performances to ensure financials stay within budget and also propose recommendations targeted at improving the organisation's financial performance.
- Ensure compliance with regulatory requirements
- Liaise with external and internal auditors
- Performs other appropriate duties upon request by the Chief Financial Officer, WWF Singapore

Profile: Required Qualifications:

- ACCA qualified / Bachelor's Degree
- At least 10 years of financial / accounting experience within an international organization, multinational company or charity with complex donor requirements

Required Skills and Competencies:

- Good knowledge of GAAP, IAS, SAS and IFRS
- Proficient with Microsoft Office especially powerpoint and spreadsheets
- Experience in ACCPAC preferred
- Meticulous and detail-oriented
- Self-starter with strong organizational skills
- Honest and mature with good analytical skills

- Team player and has experience in managing staff
- Able to multi-task and work under pressure
- Good communication skills, with spoken and written fluency in English
- An interest in environmental conservation
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

Working Relationships:

Internal – With the WWF Singapore Chief Executive Officer, Chief Financial Officer, Senior Management Team, Finance Team and all WWF Singapore Staff

External – With, donors, partners, auditors and suppliers

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 organisational needs.

How to apply?

Send your covering letter and CV to hr@wwf.sg as one file subject line: Senior Finance Manager. We will not accept applications without CV and Covering Letter. Closing dateline is on 31 October 2017.

WWF is an equal opportunity employer and committed to having a diverse workforce.