

VACANCY

Finance and Administration Assistant –WWF-SI

WWF, the global conservation organization is seeking to recruit a Finance and Administration Assistant who will report directly to the Finance and Administration Manager. The position holder will work closely with F&A Manager, all programme and operations staff and with project staff in Solomon Islands.

The Finance and Administrative Assistant will provide administrative and financial support for the WWF SI Programme Office. Reporting to the Finance & Administration Manager, the role will be to provide finance and administration support and to ensure the effective management of the finance, accounting, reporting and IT services for the SI Programme.

The position will be based in the WWF Honiara Office in Solomon Islands.

Required Qualifications and Experience

- Diploma in Accounting
- At least three (3) years of work experience in administration and finance positions.
- Experience in cash handling
- IT literate with technical competence in computers including word processing, spreadsheets, database, accounting software and IT-related programmes
- Demonstrate a high level of communication skills, interpersonal skills, patience, and pleasant disposition.

Required Skills and Competencies

- Has a demonstrated a successful track record of providing timely and accurate financial data and reports, preferably to multiple users.
- Has strong experience in managing and dealing with the risks and impact of multiple currencies.
- Must have a good understanding of the support role of the finance function and the ability to think of the organisation in business terms and not just in accounting terms.
- Must have strong experience in working with computer-based accounting systems and be skilled in the use of other computer software such as Word and Excel. WWF SI is currently using ACCPAC for its accounting but will convert to an Oracle platform within 2 years.
- Must be capable of communicating with staff and external donors and partners at all levels and from varying backgrounds.
- Must be able to lead, motivate and undertake the development of his/her own team and, in appropriate circumstances, other teams within SI as required to ensure the attainment of the programme's objectives.
- Must adhere to very high ethical and professional standards and strive to ensure that

this attitude is shared by all WWF SI staff and partners.

- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health, accident and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 1 year depending on annual performance review and funding availability.

Job Descriptions

For more information on the role, the job description that interest you can be downloaded from our website: www.wwfpacific.org

How to Apply?

If you have the relevant experience and qualifications, you are encouraged to send an application, including a complete CV with full contact details of three referees. Applications addressed to the Human Resources Manager, should be sent via email to ppo.hr_recruit@wwfpacific.org by Tuesday, 02 June 2015.

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.