



together possible.

JOB VACANCY

Finance and Administration Manager

The World Wide Fund for Nature (WWF) is an International Non-Governmental Organization that deals with conservation of nature. Our mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. We are looking for motivated, passionate and accurate Finance and Administration Manager, to supervise the financial and administrative operations of the Country Office in accordance with the strategic plan; and be the lead advisor to the Country Director and his team in matters concerning Financial related risk management.

Location: Kampala, Uganda

Main Responsibilities:

A. Strategic and resource Planning

- Supports the Country Director in the development and implementation of Uganda Country Office Strategic Plan and Sustainability Plan;
- Coordinates the preparation of annual operational / project budgets and forecasts for Uganda Country Office, in accordance with the annual planning cycle and in close collaboration with project staff;
- Assists in the preparation and review of all Uganda Country Office project proposals to be submitted for funding; and

B. Financial Reporting

- Ensures that all Uganda Country Office field offices have appropriate financial and administrative structures in place, with qualified staff;
- Ensures that timely and appropriate financial information, analysis and advice is provided to Uganda Country Office management, project managers, donors, WWF ROA, WWF International, and other WWF offices as required and when opportune;
- Develops and delivers on a timetable for data transfer from all Uganda Country Office offices, to ensure timely preparation of consolidated financial reports;
- Directs the preparation and distribution of all project financial reports;
- Prepares, administers, and controls approved consultancy contracts / agreements and sub-grants;
- Ensures that external and internal audits are properly organised, and that there is proper and timely follow-up of audit recommendations;
- Carries out periodic evaluations of Uganda Country Office financial reports, systems, procedures, and internal controls.

C. Policies, procedures, people management and systems

- Ensures that all Uganda Country Office field offices apply the WWF International Field Office Procedures as set out in the appropriate manuals, and, where appropriate, coordinates the preparation of local versions of these procedures;
- Ensures that all Uganda Country Office field offices operate in

strict application of laws and regulations in force, and that policies and procedures are adapted, where necessary, to reflect these laws and regulations;

- Ensures donors regulations are understood and complied with;
- Ensures an efficient Finance and Operations structure is in place to ensure proper support to conservation delivery and segregation of duties;
- Supervises all Finance staff in all Uganda Country Office offices; and
- Ensures that all Finance staff in Uganda Country Office have clearly-defined objectives, indicators of achievement, and quarterly/annual workplans.

Supervisory Responsibilities: Project Finance Analyst, Accountant, IT Officer, Procurement & Logistics Officer

Perform other duties if required.

Required Qualifications:

- A university degree in Accounting, and Full accounting qualification i.e. PA, ACCA, CIMA or equivalent;
- Over 5 years (post chartered accountancy qualification) working experience in a senior Finance and Accounting position preferably in a major international organization/NGO.
- Experience working with government and donors;
- A thorough knowledge of, and dexterity with ERP software (preferably Oracle);
- Well "horned" Experience working with international organizations involved in environmental and/or community issues would be an advantage.

Required Skills and Competencies

- Strong leadership abilities;
- The ability to work under pressure;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within Uganda Country Office and, as required, with external stakeholders;
- Excellent oral and written communication skills in English; and
- Adherence to WWF's values, which are: Engaging, Optimistic, Knowledgeable and Determined

How to apply?

Email a cover letter and CV to recruit-roaydehub@wwf africa.org

The subject should read **FM-UCO**. Deadline for applications:

4th December 2018. Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted six (6) weeks after closing, consider your application unsuccessful.

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