

JOB DESCRIPTION

Position: Head of Finance
Reports to: Country Director, WWF Kenya and functional reporting to the Regional CFO
Supervises: All WWF Kenya Finance & ESARPO Hub Staff
Location: Nairobi, Kenya

I. Mission of the Department:

- 1) To ensure a high performing WWF Kenya Office & ESARPO hub with efficient operating systems, professional and skilled staff, and strong financial resources, delivering conservation impact on issues and in places that are key for WWF's Network Initiatives and other global conservation priorities.

II. Major Functions

- 1) Manages and ensures the effective functioning of the KCO F&A and ESARPO hub team in accordance with WWF International & Network standards as well as local regulations and while fostering its performance in the areas of accounting, financial management, internal controls, cash flow and foreign exchange management, financial reporting and use of software tools;
- 2) Plans, directs, coordinates and ensures the effective operation of the KCO F&A and ESARPO hub team by providing leadership, communication and coaching. Responsible for ensuring excellent team dynamics, motivation, professional development and managing other employment-related issues.
- 3) Provides support to the Country Director to develop and implement the WWF Kenya Operational Plan, and to efficiently manage funds through optimal cost recovery; and
- 4) Submit periodical financial analysis and reports to the Chief Financial Officer at WWF Eastern and Southern Africa, and advises him/her on opportunities for improvement as well as potential risks.
- 5) Ensure the quality of standing data in the Oracle and coordinate the closing and reporting processes. Develop and maintain system to link country and field office accounting software to Oracle. Support the ESARPO CFO in the roll-out of Oracle to the WWF ESARPO offices.

III. Major Duties and Responsibilities

A. Operational Planning

- 1) Supports the Country Director in the development and implementation of a WWF Kenya Operational Plan and ensures delivery of the F&A objectives and deliverables of that Plan;
- 2) Coordinates the preparation of annual operational / project budgets and forecasts for WWF KCO and ESARPO hub, in accordance with the annual planning cycle and in close collaboration with project staff;
- 3) Ensures robust preparation and review of all WWF KCO and ESARPO hub projects proposals to be submitted for funding; and
- 4) Ensures that all project budgets are fully funded.

B. Financial Accounting Management and Reporting

- 1) Ensures that all WWF Kenya offices have appropriate financial and administrative structures in place, with qualified staff;
- 2) Ensures that timely and appropriate financial information is provided to WWF Kenya management, WWF Eastern and Southern Africa, WWF International, other WWF offices and donors as required;
- 3) Develops and delivers on a timetable for data transfer from all WWF Kenya offices, and ESARPO hub projects to ensure timely preparation of consolidated financial reports;
- 4) Directs the preparation and distribution of all project financial reports;
- 5) Ensures that all WWF Kenya and ESARPO hub offices properly monitor and fulfil contractual obligations;
- 6) Ensures that external and internal audits are properly organised, and that there is proper and timely follow-up of audit recommendations;
- 7) Liaises with Donors and with WWF Eastern and Southern Africa on calls for funds for WWF Kenya and ESARPO projects;
- 8) Coordinates treasury management and transfers of funds to WWF Kenya offices and ESARPO hub;
- 9) Carries out periodic evaluations of WWF Kenya financial reports, systems, procedures, and internal controls;
- 10) Ensure proper budget management practices are in place (variance analysis, forecasting, clear and prompt communication with project managers and donors on budget revisions);
- 11) Supervises all Finance staff in all WWF Kenya and ESARPO hub offices ; and

- 12) Ensures that all Finance staff in all WWF Kenya and ESARPO hub offices have clearly-defined objectives, indicators of achievement, work plans and development plans; supervises their work and coaches their development;
- 13) In consultation with the CFO and by request to WWF International, ensures the timely and efficient setup and maintenance of key standing data for ESARPO including the chart of accounts, currency rates and user access rights.
- 14) Coordinates and carries out regular posting of subsidiary ledgers and monthly closing procedures, including month end reconciliations and adjustments.
- 15) Working closely with other users of the financial database, review data entries relating to disbursements, receipts and adjustments.

C. Policies, procedures, and systems

- 1) Ensures that all WWF Kenya and ESARPO hub offices maintain a strong process and internal control environment, through the WWF Network Standards and WWF International Field Office Procedures as set out in the appropriate manuals, and, where appropriate, coordinates the preparation of local versions of these procedures;
- 2) Ensures that all WWF Kenya and ESARPO hub 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;
- 3) Ensures that all WWF Kenya and ESARPO hub offices are equipped with the appropriate WWF International approved systems – particularly accounting, spreadsheet, and word processing software – and that these are updated in a coordinated and timely manner, in consultation with the Chief Financial Officer of WWF Eastern and Southern Africa; and

IV. Profile

Required Qualifications

- 1) A degree in Commerce, Accounting, business administration or related field; advanced degree will be an added advantage
- 2) Full accounting qualification i.e. CPA, CIMA or ACCA;
- 4) Over 5 years (post chartered accountancy qualification) working experience in a senior Finance and Accounting position preferably in a major international organisation/NGO.
- 5) Demonstrated skills in developing, managing, and evaluating financial and administrative plans and policies;
- 6) A thorough knowledge of, and dexterity with, ERP software (especially Oracle will be an added advantage);

V. Required Skills and Competencies

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

VI. Supervisory Responsibilities

The Finance Manager is responsible for the supervision of all WWF Kenya and ESARPO hub finance staff. Direct day-to-day management will be exercised over staff based in Nairobi. The Finance Manager will involve himself/herself as appropriate in the hiring, development, and evaluation of all WWF Kenya and ESARPO hub finance staff.

VII. Working Relationships

Internal: Interacts and works closely and on a regular basis with finance and administrative staff in all WWF Kenya offices, as well as with other WWF Kenya and ESARPO senior managers and project staff. Coordinates and interacts as appropriate with members of ecoregion teams, WWF Eastern and Southern Africa, WWF International, and other WWF offices.

External: Interacts as required with governmental institutions, donors, and other stakeholders, in collaboration with the Country Director and CFO as appropriate.

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.