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JOB DESCRIPTION

Position title: Regional Financial Controller

Reports to: Regional Chief Finance Officer

Supervises: N/A

I. Mission of the Department: To ensure a high performing WWF International Programme Office with efficient and strong financial resources as key components of WWF's business.

II. Major Functions: To provide effective leadership and support to the Regional CFO in ensuring strong and professional financial management at Eastern Southern Africa Regional Program Office (ESARPO) and throughout sub-region's presences.

III. Major Duties and Responsibilities:

- As part of the Sub-region's Strategic Planning process, and working in close collaboration and coordination with the senior management in the sub-region: develop and ensure implementation of financial/operational plans for sub-region and for ESARPO unit;
- Assist the CFO in the regular review of the financial systems in the region and implementation of agreed improvements or new applications;
- Follow up on realisation of benefits associated with new system or improved financial systems;
- Work closely with the Regional Controls Manager to ensure compliance with the Network standards and Field Operations Manual in all of the country offices in the region;
- Supports the Regional CFO in the capacity building of the finance and administrative staff in the Country Offices;
- Consolidates financial reports from Country Offices and reports as required to Network. The RFC will be supported by the Regional Controls Manager in this task as deemed necessary;
- Coordinates the gathering and analysis of regional financial data to produce required KPI
- Works closely with senior management at ESARPO and at Country Office levels, to assess and provide recommendations to improve financial and administrative performance – especially vis-a-vis financial controls, reporting, procedures, processes, systems, of all offices in the sub-region;
- Primarily responsible for the monthly review of Country Office trial balances;
- Co-ordinates the preparation of the annual operations and programme budgets for the Programme, in accordance with the annual planning cycle and donor requirements. Budget planning will require close collaboration with finance, accounting, administration, fundraising and programme staff. The Regional Financial Controller (RFC) will be supported by the Regional Controls Manager in delivering this task;
- The RFC will advice the CFO and the Country Offices on relevant tax and other regulatory matters.
- Performs other duties as requested by the Chief Finance Officer or his/her designate.

IV. Profile:

Required Functional Skills:

- A university degree in Commerce, Business Administration or related field; possession of an MBA or equivalent post-graduate qualification would be an advantage;
- Full accounting qualification i.e. CPA, ACCA or equivalent;
- Over 10 years working experience in a senior Finance and Administration position preferably in a major international organisation/NGO;
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO;
- Good knowledge of fund accounting including reporting requirements of major Bi-lateral Aid Agencies;
- Hands-on knowledge of a major ERP softwares (such as Oracle, SAP etc) would be a distinct advantage;
- Excellent English and knowledge of local languages an asset.

Required Behavioural Skills:

- Strong business acumen and proven drive for results;
- Excellent advisory skills with high work standards and ability to promote team synergy in a multi-cultural work environment;
- Excellent interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position;
- Strong team-player with ability to work in virtual teams;
- Ability to work and communicate effectively with a broad spectrum of individuals within a broad range of cultural environments, especially in the African context;
- High level of good organisational and administrative skills with an ability to work well under pressure;
- Must be committed to equal opportunity employment policies;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging..

V. Working Relationships:

Internal – Interacts frequently with the Senior Management Team and all staff at ESARPO hub. Works closely with the Finance teams in various ESARPO country offices and also with Finance team at WWF International Secretariat.

External – Liaises with financial institutions, external auditors, external consultants and government bodies.

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.

Prepared by Supervisor: _____ Date: _____

Accepted by Departmental Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____