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WWF-Pacific JOB DESCRIPTION

Position Title: Programme Accountant

Reports to: Finance & Administration Manager

Office: WWF-Pacific

Location: 4 Ma'afu Street, Suva, Fiji

Date: **June 2015**

Background:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was initiated in Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries and regional programme oversight was headquartered. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF is legally registered as WWF-Pacific. However to the WWF network we are known as WWF-Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme .

Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF-Pacific embarks on a new 2016 to 2020 strategic plan. The new strategic plan will outline changes in the way PPO will operate, both in Conservation and Operational aspects.

I. Major Functions:

Ensure that the day to day accounting and finance operations for the WWF-Pacific office is carried out in accordance with WWF Finance and Accounting policies and procedures.

The position is also responsible for providing transparent, timely and effective financial information and reporting as well other financial services required. The Accountant will be required to manage the Finance activities and provide efficient financial services to the project managers as required and directed.

A wide range of accounting and financial management duties can be expected, with tasks expected to be completed under minimal supervision. A confident, mature and personable approach is expected.

II. Major Duties and Responsibilities:

Accounting

- Prepare accounting records including coding of receipt and disbursement vouchers for bank and petty cash; prepare bank transactions; and record journal vouchers.

- Assist in preparation of invoice for reimbursements and advances for projects
- Prepare cash flow statement for projects, transfer of funds from foreign currency bank accounts
- Review and summarize travel expense reports (International Travel) for project staff.
- Prepare cost recovery schedule and entries for vehicle, office running cost
- Receive petty cash replenishment request from petty cashier & review
- Check bank balances daily
- Review all bank data entries into ACCPAC
- Reconcile staff advance account and provide figure for salary deduction
- Review all travel request and advances
- Prepare all travel advances reconciliations
- Check and generate monthly GL for Project Leaders
- Discuss GL with Project Leaders
- Send all the internal reports and GL listing to all Project Leaders

Monthly Procedures and Reporting

- Monthly closing procedures including reconciliation of bank, petty cash, staff and travel advances and other balance sheet accounts.
- Prepare monthly, quarterly and annual financial reports including internal and cost recovery reports for project staff and external reports for donor.
- Prepare WWF I financial reports - R3

Budgeting

- Set up Chart of Accounts for project using ACCPAC upon budget approval
- Review Annual Budgets with Project Leaders
- Enter all Annual budgets in ACCPAC
- Enter revised budget into ACCPAC
- Monitor Progress of Expense against budget and discuss with Finance & Administration Manager
- Coordinate annual budgeting with Project Managers
- Assist with Proposal Budget
- Assist with new project budget during the year

Grants & Third Party Accounting

- Disburse funds to contractor according to contract
- Reviews Financial reports from contractor
- Prepare all Third Party and Grants Reconciliations

Financial Management

- Preparation of regular expenditure variance analysis report to Project Managers summarizing basic information for cost control purposes as well as assist the Project Managers in monitoring expenditure, comparing against budget at regular intervals, and ensuring cost control; ensure adequate internal control measures within the regional Office;
- assistance in the preparation of proposals for funding, including those to foundations and bi-lateral aid agencies

Project Accounting - NZAID

- Prepare accounting records including coding of receipt and disbursement vouchers for bank and petty cash; prepare bank transactions; and record journal vouchers
- Prepare cash-flow statement for NZAID Project
- Reviews and summarize travel expense reports for NZAID Project staff
- Prepare cost recovery schedule and entries for Vehicle, office running cost for NZAID staff
- Prepare monthly, Quarterly and annual financial reports including
 - Internal – Project Managers
 - External – WWF New Zealand (Donor Format) / WWF International (R3 Format)

- Assists in maintaining the fixed asset register for the NZAID Project. Carries out periodic counts of fixed assets.
- Assist with Internal & External audit for NZAID Project
- Preparation of regular expenditure variance analysis report to the NZAID project manager

Other Duties

- Assist with Internal & External audit
- Perform other tasks as directed by the Conservation Director & Finance & Administration Manager

III. Required Qualifications and Experience

- A first degree in accounting or business administration is mandatory
- At least 3 years' experience in the Accounting field and experience with NGO would be an added advantage

IV. Required Skills and Competencies

- Proven ability in managing financial and basic administrative operations.
- Strong accounting skills
- Knowledge of financial tasks such as creditors, payments, banking and records keeping, budgeting, financial reporting
- Excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Operating experience with ACCPAC accounting software and understanding of database fundamentals.
- Ability to set priorities successfully working with minimal supervision.
- Ability to work under pressure and meet strict reporting deadlines.
- Possess drive and initiative, with ability to determine and achieve objectives.
- Highly developed organisational and people management skills.
- Have flexible approach and a willingness to work outside normal hours
- Fluency in written and spoken English is essential to communicate with WWF staff WWF-Pacific office, other WWF Offices and Donors
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

VII. Working Relationships

Internal:

- The Accountant is a senior member of a small team of staffs responsible to the Finance and Administration Manager . The position has a key function to provide professional support of high standards to WWF-Pacific Programme, donors, WWF International and project executants.

External :

- The position requires regular, formal and informal contact with other WWF National offices, WWF International, project field staff, project executants and the many partner organisations.

Prepared by Supervisor : _____ Date: _____

Approved by WWF-Pacific Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____