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JOB DESCRIPTION

Position: Senior Project Finance Officer
Reports to: Project Finance Lead
Supervises: Landscape Finance Officers
Location: Dar es Salaam
Grade: A3

I. Position Summary

The Senior Project Finance Officer (SFO) will provide support and guidance to conservation team by working with the Program teams both in Tanzania and in other country offices for regional and transboundary projects. This will mainly involve, the Finance and Operations staff with tasks related to accounting, budgeting, financial reporting, and financial management to ensure full compliance with rules and regulations of financial processes, financial records and reports and audit follow up, and implementation of the effective internal control framework.

The SFO must develop professional relationships with project personnel to ensure responsiveness to local needs and recognition of donor's local standard practices, especially with regard to procurements, travel and local employment standards. The SFO must read and understand donor requirements provided for each grant and guide the conservation team on required compliance

II. Major functions:

Working under supervision of Project Finance Lead, the Senior Project Finance Officer use budgeting, forecasting, modeling, and reporting to ensure project financial status stays on track by performing the following tasks;

- Prepare cost projections - Forecast quarterly and annual expenses
- Analyze and report on current financial status
- Conduct thorough research of historical financial data
- Coordinate with the Project Manager and the Project team on long-term financial planning
- Compare anticipated and actual results and identify areas of improvement
- Participate in budgeting and planning (for Organization, Landscape, and projects)
- Review accounting transactions for data accuracy and budgetary control
- Ensure Compliance and Train Non-finance staff and partners on financial policies and donor rules & regulation
- Maintain confidentiality of financial information
- Facilitate project and organizational audits

III. Duties and responsibilities:

➤ Budgeting & Planning

1. Work closely with project team to timely prepare annual or multi-year budgets and workplans
2. Prepare project workplan/budget implementation analysis for each quarter and share with the project team for action

3. Review transactions posted in oracle to ensure each project is accurately costed and any unallowed costs are immediately reported and corrected
4. Review all purchases requisitions and advance requests to ensure all requested fund for equipment and activities implementation are as per approved budget.
5. Support project team field operations by ensuring implementation is running smooth as per workplan by preparing project workplan/budget implementation analysis and providing the project teams with information and guidance on program financial performance for each month
6. Prepare interim project forecasts and advice the project team on appropriate action to ensure over/underspending at the end of project are minimal or zero
7. Play a leading role by coordinating planning and budgeting processes between different country offices for regional and transboundary projects.

➤ **Compliance**

1. Provide guidance and training on country laws, donor rules and regulations, and WWF policies to the project team (including implementing partners)
2. Employ financial oversight and control mechanisms and procedures to ensure that all program expenses are in accordance/compliant with country laws, WWF policies as well as donor financial policies, procedures and rules and regulations
3. Maintain control over the project filing systems to ensure complete and organized accounting files, especially with regard to original procurement documents and personnel salary files
4. Play a leading role to ensure maximum compliance with donor requirements in different country offices for regional and transboundary projects.

➤ **Reporting**

1. Support the period-end closing processes to ensure organized, complete, properly approved packages are delivered
2. Ensure the smooth implementation of project accounting activities, including (but not limited to): timely and accurate bank reconciliations, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of periodic financial reports for all assigned projects
3. Prepare project transaction listing every month and share with the project manager/executant/coordinator for review
4. Prepare project burn rate report every month and share with the project team for action
5. Review and provide support for the financial aspects of contract execution of local and international sub-implementing partners
6. Facilitate timely, accurate project cash requests and cash reconciliations;
7. Play a leading role to ensure timely and accurate financial reporting from different country offices for regional and transboundary projects.

➤ **Audit Support**

1. Provide support for project audits
2. Provide support for TCO statutory audit
3. Perform audit/review to implementing partners

IV. Qualifications:

1. A university degree in Accounting, Commerce, Business Administration or related field,
2. Full accounting qualification i.e. CPA, ACCA, Dip IPSAS or equivalent will be an added advantage,
3. Three to five years of working in audit, with financial/accounting systems in a major international organisation/NGO, Good knowledge of fund accounting (including reporting requirements of major Bi-lateral Aid Agencies);

4. Knowledge on SWISS GAAP FER accounting framework will be a distinct advantage, Excellent English and knowledge of local languages.
5. Three to five years of working with financial/accounting systems experience in a major international organization/NGO
6. Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO but private sector experience will be equally considered;
7. Good knowledge of fund accounting (including reporting requirements of major Bi-lateral Aid Agencies);
8. Hands-on knowledge of the major ERP software would be a distinct advantage;
9. Excellent English and knowledge of local languages an asset.

V. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Tanzania Country Office staff.

External: Interacts as required with other stakeholders, in collaboration with the Head of Finance 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.



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JOB ANNOUNCEMENT

SENIOR FINANCE OFFICER

The **WWF** (World Wide Fund for Nature), an international conservation organization, is seeking for a competent and highly motivated Senior Finance Officer, to be based in Dar es Salaam.

Major Task: Under the directives of the Project Finance Lead, the Senior Finance Officer's responsibilities will be to provide support and guidance to conservation team by working with the Program teams both in Tanzania and in other country offices for regional and transboundary projects. This will mainly involve, the Finance and Operations staff with tasks related to accounting, budgeting, financial reporting, and financial management to ensure full compliance with rules and regulations of financial processes, financial records and reports and audit follow up, and implementation of the effective internal control framework.

Major duties and responsibilities:

Program budgets management

- Manage program expenditure by ensuring that all program activities are fully funded and expended appropriately.
- Liaise with project technical staff and the TCO Finance Manager on budgetary/cash flows and disbursements from the donor and to program.
- Play a leading role by coordinating planning and budgeting processes between different country offices for regional and transboundary projects.

Compliance

- Employ financial oversight and control mechanisms and procedures to ensure that all
- program expenses are in accordance/compliant with country laws, WWF policies as well as donor financial policies, procedures and rules and regulations
- Play a leading role to ensure maximum compliance with donor requirements in different country offices for regional and transboundary projects

Reporting

- Review and provide support for the financial aspects of contract execution of local and international sub-implementing partners
- Facilitate timely, accurate project cash requests and cash reconciliations;
- Play a leading role to ensure timely and accurate financial reporting from different country offices for regional and transboundary projects.

Required Qualifications and skills: A university degree in Accounting, Commerce, Business Administration or related field, Full accounting qualification i.e. CPA, ACCA, Dip IPSAS or equivalent will be an added advantage, Three to five years of working in audit, with financial/accounting systems in a major international organisation/NGO, Good knowledge of fund accounting (including reporting requirements of major Bi-lateral Aid Agencies); Knowledge on SWISS GAAP FER accounting framework will be a distinct advantage, Excellent English and knowledge of local languages.

Additional information: Detailed Terms of Reference can be obtained via http://wwf.panda.org/who_we_are/jobs/. Applications must include a complete CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Tuesday, 28th June 2022** at 4:00 pm. Only the shortlisted candidates will be contacted and the interviews will take place in Dar es Salaam. WWF is an equal opportunity organization.