JOB DESCRIPTION

Position: Finance Manager Tanzania Country Office

Reports to: Chief Operating Officer, Tanzania Country Office

Supervises: All Tanzania Country Office Finance Staff

Location: Dar-es-Salaam

Grade: TBA

I. Mission of the Department: To ensure a high performing Tanzania Country Office 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

- Supervises and coordinates the development and implementation of policies, procedures, and systems for all financial support services in Tanzania Country Office, including accounting, financial reporting, auditing, budgeting, internal controls, and adherence to guidelines developed by WWF International and WWF Africa Regional Office.
- Provides support to the Chief Operating Officer to develop and implement the Tanzania Country Office Operational Plan, and to raise funds for Tanzania Country Office; and
- Makes quarterly financial reports to the Director, Finance & Operations-Africa and advises him/her on opportunities for improvement as well as potential risks.
- Responsible for the organization Financial and Tax compliance as per the set laws and regulations governing the organization.
- Ensures that external audits are properly organised, and that there is proper and timely follow-up of audit recommendations.

III. Major Duties and Responsibilities:

A. Operational Planning:

- Supports the Country Director in the development and implementation of a Tanzania Country Office Operational Plan;
• Coordinates the preparation of annual operational / project budgets and forecasts for Tanzania Country Office, in accordance with the annual planning cycle and in close collaboration with project staff;
• Assists in the preparation and review of all Tanzania Country Office project proposals to be submitted for funding; and
• Ensures that all project budgets are fully funded.

B. Finance Management and Budgeting:

• Ensures that all Tanzania Country Office field offices have appropriate financial and administrative structures in place, with qualified staff;
• Ensures that timely and appropriate financial information is provided to Tanzania Country Office management, WWF Africa Regional Office, WWF International, and other WWF offices as required;
• Develops and delivers on a timetable for data transfer from all Tanzania 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 all Tanzania Country Office offices properly monitor and fulfil contractual obligations;
• Ensures that external and internal audits are properly organised, and that there is proper and timely follow-up of audit recommendations;
• Liaises with WWF Africa Regional Office on calls for funds for Tanzania Country Office projects;
• Coordinates transfers of funds to Tanzania Country Office offices;
• Carries out periodic evaluations of Tanzania Country Office financial reports, systems, procedures, and internal controls;
• Supervises all Finance staff in all Tanzania Country Office offices; and
• Ensures that all Finance staff in Tanzania Country Office have clearly-defined objectives, indicators of achievement, and quarterly/annual work plans.
• Responsible for the production of organization financial statements as per the set standards, laws and regulation governing the production of the financial statements
• Responsible for closing Financial books on time and reporting on time as per stipulated schedules and adhering to the accounting policies
• Accurate Financial Reports prepared as per the set standards and timeline
• Responsible for preparation and monitoring of TCO budget and project budgets

C. Policies, Procedures, and Systems:

• Ensures that all Tanzania 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 Tanzania 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 that all Tanzania Country Office field 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 Directors, Finance & Operations - Africa

- In collaboration with the People /Development Manager, liaises with government on matters pertaining to:
  - the Host Country Agreement;
  - work permits; and
  - WWF privileges and obligations.

D. Audits and Compliance:

- Responsible for all statutory audits for the organization and making sure issues are implemented timely
- Responsible for effective system of internal controls in place which also ensures compliance with FOM and Network Standards
- Responsible in coordinating management responses to findings raised by auditors
- Monitoring the implementation of finance audit actions.
- Monitor progress with implementation of audit & investigation recommendations
- Responsible for all statutory compliance matter (Tax, Pension etc)

IV. Profile

Required Qualifications

- A degree in Accounting, and Full accounting qualification i.e. CPA, ACCA, CIMA or equivalent;
- Master’s Degree in Finance or MBA
- At least 8 years (post chartered accountancy qualification) experience in these areas.
- Demonstrated skills in developing, managing, and evaluating financial and administrative plans and policies;
- Experience working with government and donors;
- A thorough knowledge of, and dexterity with ERP software (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 skills and abilities;
- The ability to work under pressure;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within Tanzania 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

V. Supervisory Responsibilities

The Finance Manager is responsible for the supervision of all Tanzania Country Office finance staff. Direct day-to-day management will be exercised over staff based in Tanzania. The Finance Manager will involve himself/herself as appropriate in the hiring, development, and evaluation of all Tanzania Country Office finance staff.
VI. Working Relationships

**Internal:** Interacts and works closely and on a regular basis with finance and administrative staff in all Tanzania Country Office offices, as well as with other Tanzania Country Office senior managers and project staff. Coordinates and interacts as appropriate with all staff members, WWF ROA, WWF International, and other WWF offices.

**External:** Interacts as required with governmental institutions, donors, and other stakeholders, in collaboration with the Chief Operating Officer 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.

Prepared by ………………………………………… Date:………………………………………

People & Culture Manager

Approved by……………………………………... Date………………………………………

Chief Operation Manager

Approved by ……………………………………… Date: ………………………………………

Country Director

Accepted by **Staff member:** ……………………….. Date: ……………………………………