

**WWF***for a living planet*

JOB DESCRIPTION

Position: Senior Project Finance Officer
Reports to: Project Finance Lead
Supervises: None
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 Team and in-country management team, particularly, 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 work-plan/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



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➤ **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

➤ **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;

➤ **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 or equivalent will be an added advantage;
3. Three to five years of working with financial/accounting systems experience in a major international organization/NGO
4. 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;
5. Good knowledge of fund accounting (including reporting requirements of major Bi-lateral Aid Agencies);
6. Hands-on knowledge of the major ERP software would be a distinct advantage;
7. 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.

MODE OF APPLICATION

Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Friday, 07th October 2022 at 3:30 pm**. Please indicate the title of the position you are applying for in the subject line of your e-mail. Only shortlisted candidates will be contacted for the interview.

WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org