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JOB DESCRIPTION

Position: Finance Manager, WWF EPO
Grade: Manager (M1)
Reports to: Initially to Director of EPO, and with a dotted line to the interim Operations Manager
Location: Brussels, Belgium

I. Mission of the Department: To ensure a high performing WWF EPO with efficient operating systems, professional and skilled staff, and strong financial resources, delivering conservation impact on policies and in places that are key for WWF's goals.

II. Major Functions:

The Finance Manager, working with the Finance Officer, and under the direction of the Director of EPO, is responsible for the accounting and financial reporting of WWF EPO, with a primary focus on financial reporting and budgeting.

III. Major Duties and Responsibilities:

General:

- Provide reliable financial information for decision making;
- Support the development of budgets;
- Maintain accounting principles and procedures in accordance with all applicable laws, and regulations;
- Ensure compliance with WWF and other funder guidelines regarding procedures and policies and organisation compliance with laws and regulations;
- Automate and refine existing procedures.

Financial Reporting:

- Prepare monthly, quarterly and semi-annual financial reports, including programme reports, grant reports, and internal financial statements.

Budgeting:

- Support the Director of EPO and head of units and project managers to develop the overall organisational, programme and project budgets preparation and revisions;
- Monitor budget versus actuals in consultation with the Director of EPO and Heads of Unit/ Project managers.

General Ledger:

- Maintain the chart of accounts and general ledger;
- Maintain general ledger on a quarterly accrual basis;
- On at least a quarterly basis, review the analytical entries, both by project and grant agreement to ensure that they correspond with donor requirements;
- Proposes and implements modifications to the general ledger and analytical codes to improve and better automate financial reporting requirements.

Accounts Receivable:

- Support the Finance Officer in preparing contract invoicing and accounts receivable recording;
- Ensure compliance with donor restrictions and accurately document temporarily restricted net assets.



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Accounts Payable & Payroll:

- Responsible for accounts payable preparation and distribution;
- Support the Finance Officer and HR Manager on payroll preparation and execution;
- Support the HR Manager in ensuring timesheets by staff are submitted on time for monthly close.

Audit Preparation:

- Prepare and execute the annual independent audit, project audits and VAT tax returns with the support of the Finance Officer;
- Work with the Finance Officer to comply with new accounting requirements.

IV. Profile

Required Skills and Experience

- Over 5 years working in a Finance and Accounting position preferably in a Belgian based Organisation with international links;
- Experience working with fund or grant based accounting;
- Experience working with EC contracts;
- A thorough knowledge of with accounting software, notably Winbooks, and Excel;

Required Competencies

- Ability and desire to work independently;
- Good inter-personal skills, including the ability to develop and maintain strong relationships with direct co-workers;
- Experience with project accounting, management and reporting;
- Good oral and written communication skills in English; and at least a good working knowledge and understanding of either French or Dutch;
- Identifies & aligns with the core values of the WWF organisation: Courage, Respect, Integrity, Collaboration.

VI. Working Relationships

Internal: Interacts and works closely and on a regular basis with finance and administrative staff in WWF EPO office, as well as with other WWF EPO senior managers and project staff. Coordinates and interacts as appropriate with members of other WWF offices and WWF International;

External: Interacts as required with governmental institutions, donors, and other stakeholders 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.

Approved by Director: _____

Date: _____

Accepted by staff member _____

Date: _____