



JOB DESCRIPTION

Position:	Grants Finance and Compliance Coordinator
Reports to (Supervisors):	Operations Manager/ Director
Location:	Goroka, Papua New Guinea
Country Program:	WCS Papua New Guinea Program, Melanesia region
Position Type:	Full-Time
Expected travel:	If/when needed to field offices or other location

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS Papua New Guinea Overview:

WCS is the longest established international non-government conservation organisation within Papua New Guinea (PNG). At key and representative landscapes and seascapes, from the country's coral islands to its forested highlands. WCS works with local communities and provincial, national and international partners, to sustainably manage and conserve the biodiversity and cultural values of Papua New Guinea's wildlife and wild places. WCS PNG vision is "Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas").

Job Summary:

The purpose of this position to provide support for the grants management including budgeting, grants reporting, spending monitoring and work closely with the program/ project implementation team to enhance capacity on grants compliance.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet the current program needs.

Major Responsibilities:

Compliance management

- Ensure that all WCS offices in PNG use and comply with WCS and donor guidelines and policies;
- Ensure Grants budget have required match as per grants regulations and agreements with donor

Grants development and management

- Assist and support the Program Manager / Operations Director in the development and management of overall grants activities and project proposals.
- Monitor and review relevant reports according to WCS and donor requirements;
- Ensure relevant internal policies, process and procedures are adhered to whilst managing this area of deliverables, with close interaction with program team and operations director
- In conjunction with program managers/sector managers, prepare/revise grants budgets

- Ensure accuracy allocation of grant expenses
- Conduct grants finance training to project / program team
- Prepare and analyse grant financial reports and initiate any corrections as necessary.
- Coordinate with program/ project managers on grant provisions

Monitoring

- Assist the Partners (NGO/CBO) in developing budgets, standard costing, implementation plans and help determine any necessary arrangements including cost sharing
- Review project detailed implementation and annual plans and budgets to determine optimal utilization/allocation of funds
- Conduct monitoring visits to WCS field/ Partners offices and follow-up on corrective actions taken as required
- Responsible for review and analysis of financial reports submitted by Partners and ensure compliance with donor requirements as well as WCS policy and procedures.
- Ensure that payments made adhere to established and agreed upon WCS and donor's policies and procedures
- Collaborate with program/ project team to develop a sound internal control system to manage the specific project budgets
- Take corrective actions/measures on audit recommendations and regularly monitor progress
- Work with relevant program / project team to prepare a risk assessment of grants implementation and identify risk mitigation
- Review and ensure the cost allocation for the grants projects considering the donor's limit.
- Ensure time and effort reports are prepared, signed and filed as required. Specifically those related to salary and benefits charged to grants funded projects
- Ensure and update grants tracker
- Support in the audit process – internal, external, donor audit

Minimum Requirements:

Education/Credentials

- A degree in accounting / Business Administration or qualification from a recognized professional accounting body (CA/ACCA)

Experience

- Requires a minimum of 5 years accounting and grants finance management experience

Critical Knowledge, Skills and Abilities

- Strong analytical and report writing skills
- Preferably familiar with requirements of different donors.
- Good knowledge of accounting system.
- Competent in the use of Microsoft Office such as Word, Excel and PowerPoint etc.
- Require knowledge of financial systems, internal controls and procedures
- Able to work and interact with diverse group of people
- Experience in the most current technologies and products used in the industry.
- Good analytical and problem solving skills
- Good knowledge of written and spoken English
- Strong interpersonal skills and emotional intelligence
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Excellent organizational and leadership skills
- Excellent communication and high confidence level

- Considerate and deliberate in dealing with people and manage conflict
- Ability to work with less supervision and under pressure
- Excellent multi-tasking, organized and follow-up skills,
- Demonstrated work experience providing customer service.

Application process

Please send a CV and letter of interest to wcspng@wcs.org with the subject line: **Application for Grants Finance and Compliance Coordinator**. Application accepted until **20 July 2022**. Only short-listed candidates will be contacted for interviews.