



JOB DESCRIPTION

Position:	Finance and Admin Officer
Reports to (Supervisors):	Program Manager with dotted line to Operations Manager
Location:	Goroka / Kimbe/ Sipek, 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 main objective of this position is to manage the WCS Field office financial management systems, procedures, standard and maintain financial accountability and reporting on a timely manner.

This position is also responsible for the overall administrative functions of the field office.

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:

- Ensure effective and efficient resource management and coordinate financial and administrative activities of project at field level compliance with WCS, Donor, government policy, procedures and standard requirements.
- Lead on the completion of regular internal financial processes including implementation of new initiatives to improve efficiency in accounting and financial system. Identify the field level financial risk and work in team to minimize/mitigate the risk to achieve the objectives.
- Establish proper system and manage employee related advances and expenses.
- Orient employee about different policies and guidelines related to employee expenses and process flow. This position need to lead team and all the functions of employee expenses management.
- Reconcile monthly all balance sheet accounts (payable, receivable, advances, bank and petty cash, prepaid);

- Complete and send financial reports monthly to the Finance Manager.
- Assist the Program Manager to manage the projects and assign the monthly expenses accordingly to the donor Budget;
- Supports Finance/ program Manager with necessary preparation of internal and external audits; budgeting process
- Establish effective internal control in the financial management
- Ensure the procurement process of the field office and work closely with WCS Procurement team.
- Ensure all the Asset Management of project/ field office including monitoring of same to implementing partners.
- Maintain high confidentiality of documents and information and take adequate measures for safety and security of documents, information and other resources.
- Facilitation and support administrative functions like Logistics support at field office, Fleet management, Front Office and Admin support, Office set up and maintenance, Office safety and security management, human resource information management etc.
- Manage financial and administrative information (Filling Management, financial data management, soft copy of data management).
- Establish coordination and good relationship with other finance functions and other department and program team

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 3 years accounting and administrative management experience
- Exposure to non-profit sector (NGO, International organisations) is an added advantage

Critical Knowledge, Skills and Abilities

- Good analytical and problem solving 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.
- 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
- 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 Finance and Admin Officer**. Application accepted until **20 July 2022**. Only short-listed candidates will be contacted for interviews.