



## **-WWF Adria Project Administrator-**

**Reports to:** Finance & Administration Manager

**Location:** Zagreb

**Engagement:** Full – time position, fixed-term employment contract

WWF is one of the world's leading non-governmental and non-profit organizations for nature conservation. WWF has been established in 1961, and has representative offices in over 100 countries across the globe and approximately 7000 employees. The organization is proud of its supporters of over five million people.

WWF Adria is representing WWF within the countries of Western Balkans with approximately more than 60 employees. It operates through a WWF Adria office in Zagreb (Croatia), WWF Adria-Serbia office in Belgrade, and partner organizations and consultants within the rest of the region.

### **Major Functions:**

Under the supervision of the Finance and Administration Manager, or the person delegated to this task, supports the fulfilment and execution of the administrative duties related to the WWF Adria operations with considerable independence, using initiative and judgment, having a knowledge of WWF Network standards and policies, as well as relevant basic knowledge of local legislation (taxes, financial reporting, human resources management) in Croatia.

### **Standards, policies and legal requirements**

- Supports ensuring the compliance of WWF Adria operations with WWF Network Standards and Policies and local legal requirements (taxes, financial reporting, human resources management) in Croatia. Acts as a control point to ensure compliance as defined by relevant WWF Adria internal policy processes.
- Knows and understands in depth important and obligatory WWF Standards as follows: Cost Recovery, Budgeting and Project Reporting Cycle.

### **Contracts administration and payment procedures**

- Ensures that request of funds to Project donors is done according to funding agreements' conditions and on a timely basis.
- Is responsible for the administrative management of contracts inherent with the implementation of WWF Adria office operations and conservation projects (e.g. rental and other service contracts, purchase orders for goods and equipment, and similar) ensuring fulfilment of legal and tax duties and timely payment according to the contractual conditions in liaison with the relevant Project Managers/Coordinators and the Finance Manager.

- Monitors the respect of Projects partners' contractual terms and duties with particular focus on Project reporting, providing guidance and ensuring timely receipt. Reviews Project partners, grantees or executants' financial reports, ensuring that expenditure in the field is according to approved contractual budgets. Pays visits for administrative checks in the countries where the Projects field work is implemented when needed.
- Checks the requests for payments based on approved Project budgets and financial reports when applicable. Ensures that these are corrected, if needed.

### **Project Budgeting, Administration and Financial Reporting**

- Assists on the project proposal development with particular regards to the development of budgets, cash flows and cost analysis. This includes understanding and implementing donor requirements in relation to eligibility of costs, and co-funding options.
- Assists on preparing WWF Adria annual budgets and cost analysis for the WWF Adria organizational structure in Zagreb and for the WWF operations and projects in the Adria region.
- Keeps track, monitors and maintains WWF Adria administrative documents (contracts, invoices, staff travel claims, staff timesheets)
- Monitors projects expenditure versus budgets and prepares financial reports as required by contracts other WWF Offices or donor institutions; ensures that financial reports are addressed on timely basis and in compliance with donor's requirements
- Maintains and distributes Project documentation including Project reports.
- Responds to administrative queries from WWF Adria Chief Executive Officer and WWF Adria F&A Manager, Donors, Program Officers, WWF International and other WWF offices as appropriate.
- Maintaining and preparing HR administration and paperwork.

### **Knowledge & Experience:**

- A University degree in Economy, Finance, Controlling, Accounting or another relevant field;
- Minimum of 3 years relevant work experience in a similar capacity;
- Experience in individually administering and reporting on EU funded or Life project;

### **Skills & Competencies:**

- Advanced user of the MS Office applications with particular regards to budget and spreadsheet preparation using Excel and word-processing tools;
- Good verbal and written communication skills in mother tongue and in English;
- Skilled in financial planning, budgeting, contracting and bank transactions;
- Result oriented person with a strong attention to detail and accuracy;
- A confident and positive attitude with excellent cultural awareness and sensitivity;
- Ability to manage multiple tasks, work under pressure and meet deadlines while maintaining work relationships in the face of conflicting demands;
- Aligning with the core values of the WWF: courage, collaboration, respect and integrity.
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

### **Information and procedure**

*Are you interested in this position and do you recognize yourself in the above profile? Then we invite you to express your interest until February 4<sup>th</sup> 2022 by sending an e-mail with motivation letter and CV in English with list of two references to [jmarkovic@wwfadria.org](mailto:jmarkovic@wwfadria.org) and titled "Finance Project*

*Administrator". Only candidates selected for interviews will be contacted, and for selected candidates interview will be held virtually, including testing of budgeting and Excel skills.*