



## WWF ADRIA F&A DIRECTOR

### *JOB DESCRIPTION*

- Position title:** WWF Adria Director of Operations/Finance and Administration
- Reports to:** WWF Adria Director/CEO (dotted line to Director Global PO Finance, WWF International)
- Supervises:** WWF Adria F&A team
- Location:** Zagreb, Croatia
- Starting Date:** March 2021

### **Major Functions:**

The Operations/F&A Director takes lead, with considerable level of independence and autonomy, on the overall administrative processes of WWF Adria operations, including budgeting, accounting, project administration, financial reporting, human resources/ payroll administrative processes in Croatia as well as the other countries of interest in the Adria region (Bosnia and Herzegovina and Serbia, Kosovo, Albania, Macedonia, Montenegro Slovenia).

The Operation/F&A Director will provide guidance and technical support to the F&A units based in the Head Office in Zagreb as well as in the country offices in Bosnia and Herzegovina and Serbia (and possibly Kosovo) having a key role on the development of legal and administrative setup of such offices and, at a later time depending on the future development of the WWF Adria legal/organizational setup in the region, of the new country offices that WWF Adria may establish according to its strategic plan.

The Operations/F&A Director has the direct supervision of the F&A team in the WWF Adria Head Office in Zagreb (accountant/s, project administrator/s, office manager/assistant/s) as well as the supervision of the WWF Adria Country Coordinators (who have a role of Operation Management in their respective countries) and F&A teams based in WWF Adria country offices if required.

The Operations/F&A Director is a member of the WWF Adria Senior Management Team and ensures the full integration and interaction of the F&A Units (in Croatia and in the other Adria country offices with the WWF Adria conservation team; participates in international forms organized within the WWF Global Finance Community, is the contact person for WWF International and the network community of practice for all the sectors of operations (finance).

## **Duties and Responsibilities:**

Under the supervision of WWF Adria Director, the Operations/F&A Director is responsible for the following duties and responsibilities:

### **1. FINANCIAL PLANNING AND MONITORING**

- Supports the WWF Adria Director in the development and update of the WWF Adria Business Plan and the Strategic Plan.
- In accordance with the annual planning cycle, co-ordinates the preparation of the annual budget for the WWF Adria Programme (WWF Adria overall budget as per WWF network standard requirements, Office Core Budget and individual projects budgets) in close collaboration with Country Operations Managers, Projects' Administrators and Programme Staff and submits it to the approval of the WWF Adria Director and WWF International Director Global PO Finance. Liaises with the WWF Adria SMT to establish the level of financial resources available to build up funding assumptions for the budgeting process.
- In conjunction with the preparation of the annual operating budget, co-ordinates with the relevant project administrators and managers the preparation of administrative plans for each project and operational unit.
- Leads the preparation and review of new Project proposals in connection to Financial and Administrative aspects.
- Oversees implementation of WWF Adria cost recovery system: incorporating cost recovery in all budgets, and reporting back cost recovered to donors and WWF Adria Organises budget/planning workshops for technical staff and relevant third parties.
- In collaboration with the Project Managers and Country Operations Managers/Project Administrators monitors and analyses budgeted costs and activities against the actual results. As necessary, assists in the development of budget revisions and communicates these to the donor.

### **2. ACCOUNTING AND BOOK KEEPING**

- Maintains and ensure proper functioning of the accounting system in the WWF Adria Office in Croatia including:
  - Defines needs and proposes changes to improve current systems.
  - Proposes and implements improvements and enhancements to the system in co-operation with the WWF International Finance Unit and in compliance with the WWF Network recommended systems and standards.
  - Monitors hardware and software needs of all accounting system users – recommends solutions to IT problems where necessary
- Oversees the day-to-day processing of accounting transactions (care of the WWF Adria Accountant/s)
- Provides technical guidance and training to staff at the WWF Adria country offices (see above) on accounting standards to ensure full compliance with the WWF Adria administrative and reporting needs.

- Supervises the monthly closing of the WWF Adria books and the reconciliation of bank accounts for Zagreb office
- Reviews as needed all transaction listings to ensure that the information is reasonable and correctly charged to the appropriate project. Monitors the use and flow of funds on all project accounts according to budget constraints.
- Ensures that the WWF Network Financial and Administrative Policies and Procedures are correctly implemented in Croatia and adapted for local conditions and structure at the WWF Adria units outside Croatia.

### **3. ADMINISTRATION AND OPERATIONS MANAGEMENT**

- Manages WWF Adria Finance and Administration staff, including hiring, career development, performance management etc. Provides day-to-day training, systems back up, staff back up on accounting systems and software as required.
- In coordination with the WWF Adria Director provides short technical seminars on Finance and Administration and WWF Network Standards to F&A project staff based at the WWF Adria units outside Croatia and to relevant project partners.
- Co-ordinates with the WWF Adria Director to establish and administrate bank accounts for the implementation of the WWF Adria financial operations and to ensure the compliance with standards and procedures for the cash management. Takes lead in maintaining relations with the bank. Ensures that all bank accounts are reconciled monthly and that any discrepancies are resolved immediately.
- Ensures that all operations comply with local laws and regulations and with WWF Network Standards and Policies where applicable. Establishes and implements the system of internal control for the Financial and administrative operations.
- Authorises procurement operations, contractual agreements, services and other transactions necessary for the daily running of the WWF Adria operations.
- Oversees the administrative management of WWF Adria staff (work contracts, monthly payroll and compliance with tax, pension, insurances health & safety requirements) in compliance with local rules and WWF Standards.
- Ensures there is adequate liaison with relevant donors on all administrative and financial matters.
- Reviews periodic submission of financial reports from Projects partners and other third parties and identifies problems and solutions. When necessary, performs on-site visits to evaluate operations of the Project Offices. Writes an annual evaluation of each office's performances.
- Coordinates the calls funds from donors as required. Ensures that the most favourable exchange rates are obtained for conversion of funds received to local currency. Updates and monitors cash flow projections and invests excess funds according to established policy.
- Monitors and evaluates internal controls and proposes modifications to ensure sound financial management at the Programme Office and the Project Sites.
- Holds quarterly reviews with Project Managers and Administrators to review current financial situation based on work plans.
- Plans and supervises semi-annual inventory of real property for the office and each project.
- Establishes and implementing procedures for purchasing and safeguarding of WWF assets and inventory.

- Examines paper flow and filing systems to ensure that they are in compliance with local rules, adequate for the users and can be easily accessed. Ensures the implementation of new filing systems if required.

#### **4. FINANCIAL REPORTING**

Responsible for WWF Adria Financial Reporting processes including:

- WWF Adria overall Financial Reports for the (annual and semi-annual) consolidation with WWF International Accounts (including at minimum reviewed monthly trial balances, Quarterly and Annual Financial Reports according to WWF Network Standards).
- WWF Adria local Statutory Report, audits and taxes declarations.
- Individual projects Financial Reporting in coordination with Project Managers and Administrators ensuring that all contractual donor's requirements and financial information is met and transmitted on time.
- Directs the preparation of all audit trials for the WWF Adria operations including external audit, individual internal project, or Field Office audits, develops a response to the audit report along with a concise plan for implementing audit recommendations.

#### **5. PEOPLE MANAGEMENT**

- Supervises and evaluates of all Adria F&A staff: staff in the Finance and Administration Unit (Project Administrator/Office Manager/s, Accountant/s other staff covering administrative duties) based in the WWF Adria office in Zagreb as well as Country Operations Managers and other Administrative staff as required, in other WWF Adria partner or branch offices in the ADRIA region (Bosnia and Herzegovina, Kosovo and Serbia and potentially, depending from the future setup of the WWF Adria legal/organizational structure Albania, Macedonia, Montenegro Slovenia
- Plans for F&A staff training and capacity building including leading on timely development PDJ forms for F&A staff
- Ensures coordination and exchange of information at the level of Adria to assure synergies, integration and coordination of organisational works.
- Ensure each position within the F&A unit has updated ToRs
- Support professional development of F&A team, and identifying opportunities to enable their participation in Network opportunities;

#### **Job requirements**

##### **Knowledge:**

- A university degree in Accounting, Administration and Finance, Economics, Management or related field.

##### **Experience:**

- 8 years of proven track record of managerial experience in F&A department in private or non-profit sector, accounting/audit or consultant firms:

- Experience with multi-country and multi- programme management and Croatian commercial and labour legislation an advantage.

## **Competencies and characteristics**

### **Skills:**

- Excellent interpersonal, leadership and management skills; sensitiveness to work in a cross-cultural context, but with appropriate doses of firmness on decisions; dependable, reliable, and organized.
- Highly skilled in accounting, financial planning, budgeting, contracting and bank transactions, payroll.
- Advanced user of the MS Office applications (with particular regards to the Excel spreadsheets) and accounting packages.
- Fluency in mother tongue and English. Other languages an advantage.

### **Competencies:**

- An ability to work under pressure and meet deadlines
- Excellent team work skills
- Understanding and applying WWF Code of Conduct and Respect in the Workplace policies
- Understanding and applying WWF social and environmental safeguards
- Understanding and exemplifying WWF behaviors

Availability to travel (always respecting national and international Covid travel limitations).

## **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 before March 5th 2021 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 "F&A Director vacancy application"

Only candidates selected for interviews will be contacted, and for selected candidates interview will be held virtually.