WWF ADRIA - SERBIA COUNTRY OPERATIONS MANAGER

Position title: WWF Adria - Serbia Country Operations Manager
Reports to: WWF Adria Regional F&A Manager with a dotted line to WWF Adria CEO
Supervises: F&A team of WWF Adria Serbia
Location: Belgrade, Serbia
Engagement: Full-time

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 40 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. To implement its conservation goals WWF Adria operates in the structure of different programmes (Marine, Freshwater, Protected Areas & Governance and Wildlife) which are contributing to protection of different ecosystems or to the improvement of governance of protected areas within the Protected Areas & Governance Programme.

As an international organization, we support a working environment of diversity based on justice and mutual respect. We therefore welcome every application - regardless of ethnic, social and national origin, gender, religion, age, disability, sexual orientation, marital status and political views.

I. Mission:
WWF Adria - Serbia Country Operations Manager takes the lead on the overall financial and administrative processes of WWF Adria- Serbia country office operations, including core budgeting and financial planning, accounting, project administration, financial reporting and payroll administrative processes in country.

WWF Adria - Serbia Country Operations Manager has the direct supervision of the F&A team in the office in the country.

In addition and importantly the WWF Adria-Serbia Country Operations Manager is responsible for fulfilling the role of legal representative of WWF Adria - Serbia which is established as a local not-for-profit association managed by WWF Adria Head Office based in Croatia and governed by the Board under direct supervision and governance of WWF International.
In fulfilling this formal role WWF Adria - Serbia Country Operations Manager will receive his/her instructions from WWF Adria Head Office and/or WWF International and will have limited freedom to act independently in this segment of the role. His/her primary responsibility is to align all operational, financial and administrative processes with the requirements of national legislation, WWF Adria internal rules and procedures, as well as to ensure full compliance with WWF International rules and policies. He/she is also responsible for ensuring that partner organisations understand, implement and monitor application of all WWF rules and procedures.

**Major Duties and Responsibilities:**

1. **Manage operations of WWF Adria Serbia Country office**
   - Enables WWF Adria overall operations in the country by managing the operational infrastructure, procedures, policies and activities.
   - Prepares, reviews and administers contracts with external consultants and companies for the service providing to local office. Ensures that external providers are paid on a timely basis and in compliance with the contractual requirements.
   - Responsible for ensuring that WWF Adria Serbia Office organizational setup complies with WWF Adria and WWF network organizational principles (e.g. office equipment, IT standards, travel policy, procurement rules, health & safety) as well as WWF Code of Ethics and policies on fraud & corruption prevention.
   - Oversees the budgeting and forecasting functions for WWF Adria Serbia and submits timely annual budgets and quarterly forecasts to the WWF Adria regional F&A Manager.
   - Reports on timely basis to WWF Adria F&A Manager and WWF CEO on any perceived inconsistencies or reputational risks that WWF Adria Serbia Office may be incurring as a consequence of project activities or staff behavior.
   - Monitors and evaluates internal controls and proposes modifications to ensure sound financial management at the Office and the Project Sites.
   - Plans and supervises annual inventory of office assets. Establishes 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.
   - Acquires good understanding of WWF Network administrative standards and Procedures, and in liaison with WWF Adria Finance and Administration Unit, acts as focal point for country office, to set up office administrative procedures according to WWF Network Standards, local legislation and best practice.

2. **Accounting and statutory reporting**
   - Ensures that WWF Adria Serbia Office accounting / reporting needs are fully compliant with local requirements, WWF Network and donor’s reporting requirements.
   - Coordinates with Accountant or the outsourced accounting agency on a regular basis ensuring the proper flow of documentation and information to secure accurate and complete accounting data and outputs.
   - Coordinates the monthly closing of the books and the reconciliation of bank accounts and petty cash.
   - Reviews all transaction listings provided by internal or external accountants to ensure that the information is complete, accurate and reflecting the appropriate project allocation.
   - Coordinates with project administrators to ensure that the use and flow of funds is compliant with project budget and forecast.
   - Coordinates closely with WWF Adria Regional F&A Manager to ensure full integration of
WWF Adria Serbia Office budget into the WWF Adria overall budget and business plan.

- Responsible for all statutory reports and tax returns to be accurate, timely submitted and fully in line with statutory requirements.
- Directs the preparation of all audit trails for the WWF Adria Serbia Office 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.
- Reviews periodic submission of financial reports from Projects partners and other third parties and identifies problems and solutions.
- Ensures that the most favorable 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.

3. **HR administration & Line Management Duties**

- Responsible as the signing authority for the employment contracts in the WWF Adria Serbia office and ensuring compliance with WWF Standards where applicable, local salary scales as well as the Serbian tax and labour legislation.
- Works closely with the WWF Adria Regional P&C Manager in ensuring that staff is paid on a timely basis and in compliance with the contractual requirements and best practice in the Country.
- Cooperates with WWF Adria Regional P&C Manager in the implementation of the HR policies (insurance coverage, health and safety, recruitment, performance management, staff development, social and environmental safeguards, vacation and other absences etc.), internal regulations and salary scales in accordance with WWF Adria regional HR policies and procedures.
- Manages WWF Adria Finance and Administration staff in Serbia, including hiring, career development, performance management, etc.

4. **Legal Representation Role Responsibilities**

- Acts as a signatory focal point for WWF Adria Serbia under direct supervision of WWF Adria and/or WWF International when signing contracts and other official documents is required by the local law.
- Prepares and maintains all relevant documentation for annual statutory Board meeting of WWF Adria Serbia.

**Required Qualifications:**

- A university degree in Accounting, Administration and Finance, Economics, Management or related field.
- Minimum of 5 years of proven managerial experience in F&A department in private or non-profit sector, accounting/audit or large consulting firms.
- Experience of working in an international setting and in multi-cultural environment a strong advantage.
- First-hand experience in preparing and managing project budgets, donor funded organisational process and international project cycle management.
- Strong knowledge of local commercial and labour legislation considered an advantage.

**Key Skills & Competencies:**

- Skilled in accounting, financial planning, budgeting, contracting, bank transactions and controlling
- Advanced user of the MS Office applications with strong advanced Excel skills as a must
- Fluency in mother tongue and English in both writing and verbal communication
● Strong communication skills with ability to handle complex tasks and requests with ease, including preparation of detailed financial reports and narratives
● Excellent interpersonal, leadership and overall management skills possessing sensitiveness to work in a cross-cultural context, but with appropriate doses of firmness on decisions
● Dependable, reliable, and organized
● Ability to work under pressure and meet deadlines, often having to multi-task and clearly prioritise
● Ability to operate in a regional matrix organization with line management structures residing outside of the national organisation
● Good team work skills
● Ability to understand and apply the WWF Code of Conduct and Respect in the Workplace policies
● Ability to understand and apply WWF social and environmental safeguards
● Ability to understand and exemplify WWF values and behaviours in everyday work

**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 May 7th 2024 by sending an e-mail with motivation letter and CV in English with list of two references to recruitment@wwfadria.org and titled „Country Operations Manager“. Only candidates selected for interviews will be contacted, and for selected candidates interview will be held virtually.