WWF for a living planet®

JOB DESCRIPTION

Position title: Project Financial Analyst

Reports to: Finance Manager

Supervises: None.

Grade: **B1**

Location: Maputo - Mozambique

I. **Mission of the Department:** Project Finance serves as the link between projects, donors and operations. Ensure projects get the necessary financial and operation support for smooth conservation delivery. Ensure accountability towards donors.

II. **Major Functions of this position**: Provide financial management support for projects implemented by the Mozambique Country Office, including budget development and monitoring, producing donor reports and reconciliation of projects and their close out. Ensure projects are implemented in compliance with both country and WWF regulations as well as donor requirements.

III. **Major Duties and Responsibilities:**

A. Planning and budgeting:

- Provides support to the development of budgets (proposals and projects), ensuring all required for project implementation are covered and ensuring appropriate cost recovery,
- Assists with preparation of incoming and outgoing contracts and monitors compliance with contractual terms,
- Establish quarterly forecasts in collaboration with Project Managers,
- Attends projects inception meeting and ensures that all financial donor requirements are adequately communicated to Project Managers.

B. Project implementation

- Monitors and process with calling of funds for all project,
- Supports and trains project managers in tracking their budgets to ensure there is no overspend low burn rate , verifies budget availability for any commitment,
- Reviews fund request and programme work advances by field offices to ensure they are within AP Accountant to ensure timely transfers,
- Supports Project Management in developing partner /sub-grantee budgets and agreements, ensuring accuracy, timeliness and compliance,

- Maintains a schedule of payment to partner / sub-grantees to ensure timely transfers to partners and maintains partners accounts reconciliation,

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- Review partners report, supports partners linked to ensure compliance with donor regulations and timely reporting,
- Participates in project review meetings to highlight finance related matters and provides advice on financial managers.

C. Reporting.

- Coordinates account coding with Project Managers and the Accounting team to ensure financial information allow proper internal monitoring and be linked to project work plan as well as financial reporting as per donor requirements,
- Coordinates with programme staff as appropriate to ensure that financial information are complete and accurate , provide regular financial analyses to Project Managers,
- Prepares and submits financial reports to donors and Project Managers in a timely manner. Ensure the report are reconciled with the accounts,
- Monitors individual project cost recovery, provides monthly reports on cost recovery and advises on areas that need addressing.

D. Audit, closing and others

- Works with Project Managers to ensure proper closure of projects, final reports submitted, all income collected, donor requirements son assets are followed,
- Work closed with Finance Managers to plane and coordinate project specific audits .Ensure recommendations are implemented in a timely manner. Also supports Office internal and external audits,
- In coordination with Finance Manager and M&E, participates to field visits to review the financial management of the project, train field staff as required,
- Provide training to Project Managers in financial matters,
- Performs other appropriate duties upon request of the Financial Manager.

IV. Profile:

Required Functional Skills:

- A university degree in Commerce, Accounting, Business Administration or related field;
- Full accounting qualification i.e. CPA,ACCA or equivalent;
- At least three to five year of working with financial/accounting experience in a major international organisation/NGO;
- Demonstrable skills in the development of finance and systems in the context of an international ONG;
- Good knowledge of fund accounting including reporting requirements of major Bi-lateral Aid Agencies;
- Hands-on knowledge of the major ERP softwares would be a distinct advantage;
- Excellent Portuguese and English writing skills.

Required Behavioural Skills:

- Strong business acumen and proven drive for result;
- Excellent advisory skills with high work standard and ability to promote tam synergy in a multi-cultural work environment;
- Excellent interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position;
- Strong team-player ability to in virtual teams
- Ability to work and communicate effectively with a broad spectrum of individual within a broad range of environments, especially in the African context;
- High level of good organizational and administrative skills with and ability to work well under pressure;
- Must be committed to equal opportunity employment policies;
- Adheres to WWF's values, which are: Optimistic, Engaging, Determined and knowledgeable.

V. Working Relationships:

Internal: _ Interacts frequently with the Finance Manager and all staff at the Mozambique Country Office. Works closely with the Finance teams in various MCO offices.

External: _ Liaises with external auditors, external auditors, external consultants, donor, sub- grantees and government bodies.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____ Date: _____

Approved by Departmental Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____