Want to make a positive difference to the future of people and our one shared home, the Earth? Working at WWF could be your opportunity of a lifetime.

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge. Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do: We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

About International Gorilla Conservation Programme (IGCP)

IGCP is a coalition of three international conservation organizations: Conservation International (CI), Fauna & Flora International (FFI), and WWF. IGCP’s mission is to Secure the Future for Mountain Gorillas. The programme operates in the three countries that share the habitat of the mountain gorilla - Democratic Republic of Congo (DRC), Rwanda and Uganda.

We are looking for a dynamic, enthusiastic and highly qualified person from any of the East Africa Community Countries to fill the position of Chief Finance Officer for IGCP:

Position: Chief Finance Officer (CFO)
Reports to: Director, with dotted-line to IGCP Audit Committee Chair
Duty Station: Uganda
Supervises: Finance Officers and Office Assistants in Uganda, Rwanda, DRC; Senior Head of Human Resources (under recruitment)
Job Summary

The Chief Finance Officer will work on the International Gorilla Conservation Programme (IGCP) covering Uganda, DRC and Rwanda. S/he will lead on all aspects of financial management and administration policy and procedures, put in place viable mechanisms and systems of internal control to identify and manage risk and ensure compliance, review and send approved financial reports to audit committee, coalition offices and donors and ensure legal compliance and efficient operations of IGCP in all Branch Offices. The position is a member of the Senior Management Team.

Duties and Responsibilities:

Strategic planning and financial sustainability:

- Lead development and implementation of a financial sustainability plan
- Coordinate preparation of annual operational/project budgets and forecasts for IGCP in accordance with the annual planning cycle and in close collaboration with the Deputy Director and Country Branches
- Support the director in preparing timely and accurate financial reporting to the Audit Committee and the Board in accordance with financial guidelines
- Monitor funding pipeline and perform financial due diligence check of all project proposals before these are submitted for external funding

Compliance and reporting:

- Ensure adherence to IGCP finance and administration policy and procedures and country-specific tax and labor laws in all countries where IGCP is registered
- Ensure compliance to donor-specific terms and conditions and grant reporting, including monthly, grant, and year-end financial closing
- Report to IGCP coalition offices and donors, and maintain complete files on all grants and records of financial and technical reports
- Identify, monitor and report on financial risks and ensure appropriate mitigation measures are in place and adhered to
- Prepare monthly financial reports for project and operations for review by the Deputy Director and approval by the IGCP Director
- Lead on organizing and ensuring internal and external audits are properly conducted, and that there is adequate and timely follow-up of audit recommendations
• Ensure adherence to and application of anti-fraud and corruption measures within IGCP

Financial systems:

• Maintain adequate financial software system(s)
• Develop and upload into the system operational and activity budget lines, figures and codes and budget figures,
• Disseminate budget codes to all other finance and programme staff
• Ensure support and information is available to all IGCP staff to enable them perform their administrative duties and to enter required financial data into software system
• Provide or arrange for adequate training of finance staff to keep up to date with latest developments and system updates
• Regularly evaluate and identify weaknesses in the finance and administration system including internal controls and work constructively with the finance and administration team to constantly strengthen the system

Cash flow, projections and accounting:

• Conduct regular projection and analysis of financial situation and advise the IGCP Director to ensure adequate funds for IGCP operations and strategy implementation
• Ensure adequate cash flow for approved activities at all IGCP offices for uninterrupted program implementation
• Coordinate and approve timely transfers of funds to field offices in accordance with internal financial policies
• Maintain a comprehensive list of IGCP receivables and ensure timely submission of invoices and confirmation of receipt of funds
• Prepare, administer, and control updated list of approved suppliers, consultancy contracts/agreements and sub-grants

Administration and supervision:

• Ensure that the IGCP Directorate and branch offices have appropriate financial and administrative structures in place with qualified staff
• Supervise and provide effective line management for finance and administration staff and Senior Head of Human Resources (under recruitment), ensuring that they have clearly defined objectives, indicators of achievement, and quarterly/annual workplans

Required Qualifications and Experience
• A university degree in Accounting, Finance, Commerce, Business Administration or related field
• An MBA or equivalent post-graduate in a Finance / Accounting field
• Full accounting qualification, i.e., CIMA, ACCA, CIS or equivalent
• 10 years working experience with at least 5 years in a senior finance and accounting position preferably in a major international organisation/NGO
• Demonstrated skills in developing, managing, and evaluating financial and administrative plans and policies;
• Experience with project level accounting, management and reporting;
• Experience working with government and donors;
• A thorough knowledge of, and dexterity with, accounting softwares (e.g. Sun Systems, ORACLE and ACCPAC) will be an added advantage.

Required Skills and Competences

• Strong leadership abilities
• Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within WWF UCO/IGCP and, as required, with external stakeholders
• Excellent oral and written communication skills in English, knowledge of French or Swahili is an added advantage.
• Ability to work effectively in multi-cultural, multi-interest, multi-ethnic environment;
• Must be detail-oriented and have the ability to multi-task under limited supervision

Working Relationships:

Internal:
• While reporting to the Director, the CFO will work closely with the Deputy Director to ensure an aligned approach to financial management support of branch offices

External:
• The CFO is a co-opted member of the IGCP Audit Committee and will make financial presentations.
• The CFO will interact with key donors and partners to create a trustful and transparent relationship of how financial resources of IGCP are being administered
Travel:

- The CFO will from time to time be required to travel throughout Rwanda, Uganda, and the Democratic Republic of Congo, or other locations as needed. Travel is estimated at approximately 25% of working time.

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

How to apply?

Email an application cover letter, Curriculum Vitae and contact details of three (3) referees plus copies of academic qualifications (sent as one PDF document) clearly indicating “the job title” in the subject line to: recruitment@wwfuganda.org. Female candidates are highly encouraged to apply.

Kindly note that due to the large volumes of applications only shortlisted candidates will be contacted.

Deadline for applications: May 24, 2024

WWF is an equal opportunity employer and is committed to having a diverse workforce.