



Finance Manager, Country

Location:	Libreville
Reports To:	Finance and Administration Director
Direct Reports:	Country Finance Staff
Application Deadline:	September 22, 2023
Start Date:	October 2, 2023
Duration:	Minimum 2 years, with possible extension

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

The Gabon Program is recruiting a Finance Manager for its activities implemented in the country.

Job Summary

The Finance Manager reports to the Director of Finance and Administration (DAF). S/he is responsible for all accounting across the Country Program.

Based in Libreville, there will be some travel to field sites to support the field-based finance teams and review financial documentation.

Responsibilities

Staff Management

- Directly manages the accounting team in Libreville and the first-line technical support for field accountants
- When requested, replace other members of the capital or project finance teams during their absence.
- Provides training to administrative/finance and technical staff in finance and accounting policies and procedures.

Accounting

- Reviewing daily accounting and supporting documents for all transactions in the JV Upload before posting to the SAP system in order to minimize errors. Participate in the coordination and supervision of the monthly and annual closing of accounts and ensures timely reconciliation.
- Review monthly salary calculations.
- Follow-up with employees and tracking open mission and other advances.
- Follow-up and ensures monthly reconciliation of balance sheet accounts and accrual accounts.
- Prepare payment requests and purchase order requests for international vendors.
- Review service agreements for consultants.
- Ensures that all local tax laws and regulations are strictly adhered to with taxes paid to tax authorities as prescribed by law.
- Participate in the coordination and supervision of the monthly and annual closing of accounts with the aim that the statement reflects the financial reality of the mission.
- Ensure completeness and compliance of documentation on all financial transactions.
- Ensure implementation of a proper physical and electronic filing system of financial documentation

Budget and grant management

- Participate in the management of funding agreements providing regular and adequate indicators to monitor the financial health of the mission.
- Conduct regular field visits to ensure harmonization of process and procedures.
- Assist the Director of Finance and Administration on monthly budget follow ups and financial report preparation.
- Assist the Director of Finance and Administration in working with project managers and field-based accountants to generate financial reports.

Treasury and cash management

- Conduct daily petty cash verification including surprise cash verifications for the country office.
- Prepare monthly bank reconciliation.
- Monitor bank transfers, banking activities, and expenditures.

Audit, compliance, and documentation

- Manage accounting archives and setting up a clear physical and electronic archiving system.
- Ensure completeness and compliance of documentation on all financial transactions.
- Assist in the preparation of documents required for audits.
- Follow up of audit recommendations to ensure findings are closed as per the schedule.
- Other duties, as assigned by the Director of Administration and Finance

Requirements

- Bachelor's degree in business administration, accounting major preferred. MBA, CPA, or other equivalent certification a plus.
- Demonstrated ability in the development and implementation of financial policies and procedures.
- French and English language fluency.
- Significant experience with the financial management of government and agency grants and contracts, experience with US Government grants and EU a plus.
- At least five years of experience, with at least 2 years managing a financial area for an international corporation or not profit organization.
- Excellent computer and systems skills required with respect to MS Office applications (advanced skills in MS Excel required) and major financial accounting and reporting software (SAP or equivalent).
- Willingness to travel to field sites.
- Experience working in a developing country setting.
- Good communication skills, both written and verbal, as well as strong analytical skills.
- Proven managerial skill and ability to work in a team setting within an organization.

Application process

Interested candidates, who meet the above qualifications, skills and experience, should apply by emailing a detailed application/cover letter and CV together with the names and contact information of three references to: andembi@wcs.org and myoumbi@wcs.org Please include "Finance Manager, country" in the subject line of your email. Only short-listed candidates will be contacted for interviews. If you have any queries related to this position, please contact: **062 59 79 54**.

About WCS

The Wildlife Conservation Society is an international NGO headquartered at Bronx Zoo in New York City working to save wildlife and wild lands and to meet global challenges in over 50 countries in Africa, Asia, the Americas and the world's oceans. The Africa Program is the largest of WCS's field programs, with approximately 1,100 staff in 12 country programs focused across four major regions (Central Africa, Sudano-Sahel, East and Southern Africa, and Madagascar and Western Indian Ocean).

Our MISSION is to save wildlife and wild places worldwide through science, conservation action, education and inspiring people to value nature. Our VISION is a world where wildlife thrives in healthy lands and seas valued by societies that embrace and benefit from the diversity and integrity of life on earth. Our GOAL is to conserve the world's largest wild places in 16 priority regions, home to more than 50% of the world's biodiversity. Our VALUES are Respect, Accountability and Transparency, Innovation, Diversity and Inclusion, Collaboration, Integrity.

WCS is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

EOE/AA/M/F/Vets/Disabled – END