



WILD CHIMPANZEE FOUNDATION
Job Vacancy
ADMINISTRATIVE & FINANCIAL DIRECTOR

Structure of employment: Wild Chimpanzee Foundation (WCF)

Date of publication: 1st August 2019

Background:

The Wild Chimpanzee Foundation (WCF) is an international NGO established in several countries such as Côte d'Ivoire, Guinea and Liberia. WCF has been in operation since 2000 for the conservation of chimpanzees and other biodiversity in West Africa. One of WCF's main target areas is the Tai-Grebo-Krahn-Sapo Forest Complex, the largest remaining relatively intact forest block that spans across the Ivorian and Liberian border, encompassing various protected areas (Tai National Park and Cavally Classified Forest in Côte d'Ivoire; and Sapo National Park and the Grebo-Krahn National Park in Liberia) and identified conservation landscape corridors. Furthermore, WCF is active in the Krahn-Bassa Proposed Protected Area (Liberia) and is leading on various national initiatives with numerous partners.

WCF's major donors are the German and US governments, as well as the European Union, supporting projects that feed into WCF's long-term mission of enhancing the survival of the remaining wild chimpanzee populations and their habitat, and covers conservation programs that include biomonitoring, law enforcement, environmental education, research, land-use planning, alternative livelihood schemes, ecotourism and capacity building. Emphasis is placed on using an evidence-based approach to the program and supporting transboundary collaboration between stakeholders in Côte d'Ivoire and Liberia. WCF has three offices in Liberia: in Monrovia (HQ), in Zwedru (major activities) and at Sapo National Park.

Job Description:

We are seeking a committed and talented **Administrative & Financial Director**, who will be responsible for monitoring, controlling and reporting on administrative and financial activities, under the supervision of the WCF Country Director. The successful applicant will supervise the Administration & Finance Manager as well as Administration, Finance & HR Officers and Assistants and will control and consolidate the accounting of WCF Liberia. He/she will ensure that internal WCF procedures are followed as well as the requirements of project donors. The successful applicant will ensure timely and correct financial reporting, will review current financial and administrative procedures and where necessary suggest amendments. He/she will also liaise with the financial teams at the regional offices of WCF in Abidjan/Côte d'Ivoire and the WCF European headquarters. Furthermore, he/she will be responsible to facilitate internal and external audits. The Administrative & Financial Director will be based in Monrovia, Liberia, with occasional visits to southeastern Liberia.

Location: Monrovia, Liberia

Main Responsibilities:

- Monitor, control and report on administrative and financial activities of current WCF projects and WCF as an organization registered in Liberia
- Review current administrative and financial procedures and suggest amendments where necessary in order to improve current systems
- Assess financial capacity building needs across team and provide training and coaching
- Ensure adequate capacity of local administration and finance team
- Control management of cashbox and cashflow
- Control and consolidate monthly accounting from WCF offices in Liberia
- Produce monthly financial reports, incl. control of receipts and scans of receipts for WCF offices in Côte d'Ivoire and Germany
- Prepare financial statements and lead preparation of and of year accounts
- Ensure that accounting records and books of accounts are kept up to date and are in accordance with WCF's chart of accounts
- Monitor project budgets and provide accurate monthly updates on available budgets
- Prepare accurate and timely financial reports for donors as required
- Support the preparation of forecasts and financial planning
- Lead development of financial plans, budgets and forecasts
- Ensure reliability and control of payroll
- Prepare and facilitate internal and external audits
- Oversee induction of new staff (finance and other) to WCF's administrative and financial procedures and policies
- Ensure that all payments to suppliers and/or projects are in accordance with relevant internal regulations, approved plans/budgets and donor requirements
- Implement annual internal and external audit recommendations
- Conduct monthly spot checks to ensure a strong control environment
- Provide guidance and ensure that tools and systems are in place to strengthen financial controls and risk management
- Ensure organisational compliance with Liberia & International administration, HR & finance regulations and laws
- Support recruitment of new staff and interns
- Facilitate team building and leadership exercises
- Facilitate yearly staff appraisals
- Lead on update of job profiles
- Support the monitoring of the staff leave
- Uphold WCF code of conduct and staff policies at all times
- Support any other operational, administrative or financial procedures as requested by the WCF management

Qualifications / Experience:

Required:

- MSc in Management, Accounting or Administration
- At least 4 years experience in the field of administrative and financial management
- International professional experience
- Experience working with an NGO
- Experience in international project management
- Experience with procedures and requirements of major international donors, such as USAID and EU
- Excellent communication and team working skills
- Experience in training and coaching of administrative and financial teams
- Experience in monitoring and evaluation of project activities
- Experience with financial planning and reporting
- Proven ability to manage and monitor budgets
- Good knowledge of accounting software (Quickbooks)
- Excellent communication in English (oral and written)
- Excellent computer knowledge (MS Word, Excel & Powerpoint)
- Proven leadership skills

Preferred:

- Experience in West Africa, in particular Liberia
- Knowledge of IT management tools (Office Suite, management software)
- Basic knowledge in French

Context of work:

Liberia is a West African low income country, of 4.5 million inhabitants. Living in Liberia can be challenging and requires strong adaptation and flexibility skills. The capital Monrovia (1.5 million inhabitants) offers basic entertainment facilities and basic services, at sometimes higher rates than one could expect from a low income country. Although the country is rich in natural resources that could attract tourists, transportation and infrastructure are limited, especially in rural areas, with poor road conditions and unstable power supply.

Deadline for submission: 23rd August 2019

WCF is an equal opportunity employer and particularly encourages women to apply.

Applications (CV and Cover letter with names of two references) should be sent electronically via email to mauline@wildchimps.org and hillers@wildchimps.org with the subject line “**Administrative & Financial Director**”.