



VACANCY ANNOUNCEMENT

Position: **Finance Manager**
Reports to (Supervisors): **Country Program Director with dotted line to VP/Controller CFO Global**
Location: **Goroka, Papua New Guinea**
Country Program: **WCS Papua New Guinea Program, Melanesia region**

Organization Background:

The Wildlife Conservation Society (WCS) is an international non-government organization committed to working with communities, government and other partners to manage wildlife, lands and seas for biodiversity and human-well-being. WCS is presently seeking a dynamic individual with significant experience with financial management of government and agency grants and contracts to oversee financial management of WCS program in Papua New Guinea and train local finance staff. The **Finance Manager** to be based in Goroka Eastern Highlands Province and may be expected to travel within PNG, especially to WCS field sites.

Job Summary:

The Finance Manager (FM) will work with three (3) local finance positions in Goroka office under their direct supervision to oversee financial management of WCS's PNG program.

The primary objectives are to maintain accurate, efficient and transparent financial management systems within the WCS PNG program and to ensure compliance with WCS's policies/procedures.

They will directly supervise and train finance staff in the WCS PNG head office in Goroka and satellite offices in Manus, Kavieng, Kimbe & East Sepik. They will maintain appropriate communications with WCS PNG Team and Project leaders and will coordinate regularly with the Melanesia Regional Business Manager and WCS New York staff to support and manage timely and accurate submission of reports.

Key Selection Criteria:

Qualifications and requirements

- Bachelor's degree in accounting and a CPA qualification or equivalent required.
- Demonstrated ability in the development and implementation of institutional policies and procedures.
- Significant experience with the operational management of government and agency grants and contracts. Experience in operational management from the European Union and/or USAID preferred.
- At least five (5) years of experience in a corporation or non-profit organization with experience working in a multi-currency environment preferred.
- Willingness to travel to field sites.
- Experience working in a developing country setting and experience in Papua New Guinea preferred.
- Effective "roll up the sleeves" work ethic, with attention to detail.
- Proven managerial skill and ability to work in a team setting within an organization.

Critical Knowledge, Skills, and Abilities

- Excellent computer literacy & skill of MS office applications (Word/PowerPoint/internet etc.).
- Good communication skills, both written and verbal, as well as strong analytical skills.
- Being a self-starter with drive, initiative and able to work as a team/individual with a positive attitude and is open minded.
- Excellent organizational and leadership skills
- Considerate and deliberate in dealing with people and managing conflict.

Application Process

Job Descriptions are available on request. Please send your CV and cover letter addressing the Key Selection Criteria to Angela Kakau at akakau@wcs.org. All electronic files must be contained in (1) compressed zip file and have applicants' names and the role applied for, clearly labeled in the subject line. For e.g., John Koi – Finance Manager.

Applications Close: Friday, 15 September 2023 at 5pm

Due to large feedback, if you should not hear back within a week after submission close date, please consider your application unsuccessful. Thank you.

The Wildlife Conservation Society (WCS) is an equal employment opportunity and affirmative action employer whereby we do not engage in practices that discriminate.