



## VACANCY ANNOUNCEMENT

The Wildlife Conservation Society (WCS) is an international non-governmental organisation committed to working with communities, government and other partners to manage wildlife and wild places for biodiversity and human well-being.

WCS is recruiting for a **Full-Time Grant Finance and Compliance Officer** to provide support for the Finance/Grant Management team of WCS PNG program to strengthen their budgeting, grants reporting and monitoring, and work closely with the program/ project implementation team to enhance capacity on Donor compliance.

This position is based in Goroka, Eastern Highlands Province.

### **Role Summary:**

#### **Compliance management**

- Support the Grant Finance and Compliance Coordinator to ensure that all WCS offices in PNG use and comply with WCS and donor guidelines and policies
- Ensure Grants budget has required match as per grants regulations and agreements with donor
- Support the Agence Francaise de Developpement (AFD) Solwara na Graun Blo Pipol (SONG) project in general admin management aspects, its donor compliances and policies.

#### **Grants development and management**

- Assist and support the Grant Finance and Compliance Coordinator in the development and management of overall grant activities, including project budget proposal development.
- Assist in preparing financial-related reports according to WCS and donor requirements.
- In conjunction with program managers/sector managers, prepare/revise grants budgets
- Ensure accuracy allocation of grant expenses, in particular the AFD SONG project.
- Assist in preparing and analyze grant financial reports and initiate any corrections as necessary.

#### **Monitoring**

- Conduct monitoring visits to WCS field/ Partners offices and follow-up on corrective actions taken as required
- Assist in reviewing financial reports submitted by Partners and ensure compliance with donor requirements as well as WCS policy and procedures.
- Ensure that payments made adhere to established and agreed upon WCS and donor's policies and procedures
- Assist in reviewing and ensuring the cost allocation for the grant's projects considering the donor's limit.
- Assist in ensuring time and effort reports are prepared, signed and filed as required. Specifically, those related to salary and benefits charged to grants funded projects (including AFD funded projects).
- Assist in grants tracker updates.
- Support in the audit process – internal, external, donor audit

### **Minimum Requirements:**

#### **Education/Credentials**

- A degree in accounting / Business Administration or qualification from a recognized professional accounting body (CA/ACCA)

## **Experience**

- Requires a minimum of 3 years accounting and grants finance management experience in similar business entities as WCS.
- Accounting system experience in SAP and Citrix will be an advantage.

## **Critical Knowledge, Skills and Abilities**

- Preferably familiar with requirements of different donors/funding agencies.
- Good knowledge of accounting system.
- Competent in the use of Microsoft Office such as Word, Excel and PowerPoint etc.
- Require knowledge of financial systems, internal controls and procedures
- Able to work and interact with diverse groups of people
- Good knowledge of written and spoken English
- Strong interpersonal skills and emotional intelligence
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Excellent organizational and leadership skills
- Excellent communication and high confidence level
- Considerate and deliberate in dealing with people and managing conflict
- Ability to work with less supervision and under pressure
- Excellent multi-tasking, organized and follow-up skills,

Job Descriptions are available on request. Please provide a cover letter addressing all the position criteria listed and an up-to-date curriculum vitae with professional references by email to [akakau@wcs.org](mailto:akakau@wcs.org). All electronic files must have the applicant's name clearly labelled in the file name.

**Applications Close:** Friday, 29 August 2025 at 5pm