



"Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas")

## 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 a **Grant Finance and Compliance Coordinator** based in Goroka and may be expected to travel within PNG, especially to WCS field sites. The position will report to the Operations Director.

### **Role Dimension**

To provide grants management support, including budgeting, grant reporting, expense monitoring, and working closely with the program/project implementation team to enhance capacity on grants compliance and sub-award management.

### **KEY SELECTION CRITERIA**

#### **Compliance management**

- Responsible for tracking compliance with donor requirements, such as financial and procurement regulations, visibility and branding, etc., from proposal development through grant close out;
- Monitor and support the use of grants management tools, such as those in WCS's financial management software (SAP), budget to actual reports, and spending plans for program and operational teams to ensure accurate tracking of implementation and provide timely alerts to potential challenges/obstacles in the grants.;

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

- Support the Program Manager/Operations Director in the development and management of overall grants activities and project proposals;
- Review all grant agreements and contracts within the PNG program;
- Monitor grant spending in collaboration with the finance and program department. Communicate early when there are concerns and develop solutions, such as budget realignments, amendments, and other extensions, to ensure compliant spending;
- Track reporting deadline, prepare financial reports and make corrections if required, Review and reconcile the completed grants and work with HQ team to close out.
- Maintain proper records of all grants, including donor correspondence, budgets, awards, and reports, and contribute to the WCS Melanesia Knowledge Management System.

#### **Sub-grant management**

- Ensure compliance with WCS's Subaward Policy and accompanying procedures, including coordinating with subrecipients to ensure appropriate subaward monitoring, tracking of budgets and spending, and preparing monthly subaward accounting entries, etc.;
- Responsible for review and analysis of financial reports submitted by subrecipients and ensuring compliance with donor requirements as well as WCS policy and procedures.

#### **Monitoring and capacity building**

- Assist the subrecipients (NGO/CBO) in developing budgets, standard costing, implementation plans, and help clarify donor requirements, including cost sharing requirements;
- Review project detailed implementation and annual plans and budgets to determine optimal utilization/allocation of funds;
- Support in the audit process – internal, external, and donor audit.
- Train program staff on donor compliance, budget monitoring, and grants management

### **Minimum Requirements:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or qualification from a recognized professional accounting body (CA/CPA/ACCA).
- 5 years' accounting and grants finance and grant management experience, out of which 2 years at supervisory level
- Familiar with requirements of different donors, knowledge of US government and European donors' system preferred.
- Good knowledge of accounting system, knowledge of SAP preferred.
- Good analytical and problem-solving skills, excellent organizational and leadership skills.

Job Descriptions are available on request. Please send your CV, professional credentials and cover letter addressing Key Selection Criteria to Angela Kakau at [akakau@wcs.org](mailto:akakau@wcs.org). All electronic files must be contained in one (1) compressed zip file and have applicants' name and role applied for clearly labeled in subject line. For eg; *Tony Shem - Grant Finance & Compliance Coordinator.*

**Applications Close: Friday, 10 March 2023 at 5pm**

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

**WCS is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate.**