



## **JOB ANNOUNCEMENT**

Position:	Finance and Administration Manager
Reports to:	Country Director
Location:	Manaus, Amazonas, Brazil.
Division:	Global Conservation Program, Andes-Amazon-Orinoco region
Start date:	December 2021
Position Type:	Full Time
Application deadline:	November, 15 <sup>th</sup> 2021
Internal liaison:	Programs/Project Managers, WCS AAO Business Manager, Regional Controller and Director of Operations Americas and other WCS departments in NYC.
Expected travel:	Eventual travel to attend donor and partner's organizations meetings and financial workshops within the organization.

### **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.

WCS is organized into a set of regional programs, which includes the Andes-Amazon-Orinoco (AAO) region, comprised of Bolivia, Brazil, Colombia, Ecuador, and Peru country programs, in addition to region-wide engagement on a variety of conservation matters.

### **Brazil Program Overview:**

The WCS Brazil Program is a Brazilian non-profit organization founded in 2004. Since its foundation, the organization has focused on conservation efforts in the Amazonas state, the heart of the Amazon Basin and the largest state in Brazil (157 million hectares). The strategy of WCS Brazil is to identify critical conservation problems and develop science-based and community-driven solutions that benefit natural landscapes, wildlife, and human populations. Concentrating its efforts to strengthen conservation areas and enable landscape-scale governance to avoid deforestation, fragmentation, and degradation of the natural ecosystems in the Amazonas state.

### **Job Summary:**

The primary objectives of the Finance and Administrative Manager is to lead the management of the financial systems, reporting to WCS NY and donors, country budgetary reporting and controls, monitoring and compliance of internal controls, conduct/coordinate operation reviews of project sites and cash management. The position reports to the WCS Brazil Director, coordinates with Program/Project managers, and, other WCS relevant staff. The Finance and Administration Manager is based in Manaus, Brazil.

The Financial Administrative Manager is responsible for maintaining proper communication with Project Coordinators, donor agencies, funding agencies and local government entities. The person in charge will coordinate and regularly consult with the WCS NY to timely and accurately manage the submission of reports and budgets and compliance with procedures and routines associated with the role.

The main responsibilities include but are not limited to:

### **Main Responsibilities:**

- Oversee and manage the finance and human resources department.
- Ensure financial efficiency in all operational aspects, advising the Country Director on problems and weaknesses in financial controls and procedures, and on ways in which they could be reduced.
- Strengthen and document administrative and financial policies and procedures.
- Ensure that the highest standards of financial integrity are followed.
- Ensure that all projects and activities in the country program comply with local legislation in financial, accounting and labor terms.

### **Budget, projections of cost and cash flow**

- Assist the Program Director preparing budgets for project proposals and annual budgeting in coordination with Project Managers/Directors, and WCS NY.
- Manage the general budget of the Brazil Program, making adjustments when necessary, in accordance with established procedures.
- Ensure that the costs of salaries and benefits of the team, which are included in the budget of the Program, are always up to date.
- Make monthly projections of expenses and cash flow for all projects, in order to guarantee the availability of funds for the scheduled activities.
- Maintain a detailed database on project funding, including contracts, budgets, procedures and regulations specific to each donor.
- Maintain the budget, including preparation of budget adjustments according to established procedures

- Prepare the Cash Request so that Country Director sends it to NYC, according to the established procedures.
- Together with the Country Director and Program Directors, the Finance Manager must ensure the program financial sustainability, promoting and facilitating fundraising activities and the income diversification, with special attention in local revenues.

#### **Monitoring and managing expenditures**

- Ensure that all expenditures are made in accordance with established procedures, including verification of supporting documents and budget availability
- Monitor and review expenditure against budgets on a monthly, quarterly and annual basis by project and for country office as a whole and review it at least quarterly with WCS NY relevant staff.
- Prepare monthly reports of expenditure against budgets for internal use, including monitoring of expenditure against project activity budgets as well as WCS project, grant/fund and account code.
- Where expenditures on projects are not in line with budgets, bring this to the attention of the project director and/or country director. Make recommendations to adjust spending accordingly.
- Monitor all bank transactions in coordination with WCS NY, prepare checks and approve monthly bank reconciliations.
- Ensure complete accounting records are maintained including vouchers, authorizations, and reconciliations, including both paper and electronic records.
- Ensure proper tracking of project advances to staff, ensuring that advances are accounted for in a timely manner according to WCS procedures, and that an accurate balance sheet is kept of each staff member's outstanding advances.
- Jointly with the Director of Program and Global Resource in NY, ensure that donor communication; reporting and administrative requirements are met.

#### **Reporting**

- Prepare and submit accounting and reporting on all country project expenditures to WCS New York according to WCS established procedures and deadlines.
- Oversee monthly and year-end closure of accounts, reports and bank reconciliations.
- In consultation with the Country Director and the Project Managers/Directors, ensure communication, reporting and administrative requirements of donors are met.

#### **Audit and quality control**

- Ensure that all transactions entered into the local financial system in the central office are correctly and consistently recorded, including donor and/or activity information where needed.
- Ensure that all transactions entered into the WCS NY system in the central office are correctly and consistently recorded, including donor and/or activity information where needed.
- Ensure that revenue and expenditures booked into the system are correct, and are assigned to the correct project, fund/grant and account codes, and where problems are found ensure that these are resolved with the appropriate project staff as required

- Supervise regular petty cash counts out on a weekly basis
- Assist in preparation of internal and/or external audits, in coordination with the regional controller prepare audit responses and ensure implementation of accepted recommendations

#### **Contracts and sub-awards (subgrants)**

- Assist in the preparation of terms of partnership with other institutions and sub-award contracts (small donations to partner organizations) based on terms and work plans approved by the Program Director, following established procedures, such as prior review by Legal Department of WCS NY (OGC, GMU).
- Review sub-award contract budgets to verify that costs are reasonable and sufficient to carry out proposed activities and that meet the requirements of the primary donor.
- Participate in the Subrecipient Risk Assessment process.
- Ensure that contractees and sub-awardees meet financial reporting requirements
- Where necessary, perform audits of contractee or sub-awardee financial systems and reports
- Support the process of preparing Donor Agreements / Agreements for local donor institutions.
- Ensure that organizations with sub-awards follow accountability procedures, maintaining the following:
  - Fluid and direct communication, asking questions and giving technical assistance.
  - Monitor the implementation of the sub-award's budget by reviewing and approving requests for budget rescheduling.
- When necessary, carry out financial audits on entities that receive sub-awards. This would include:
  - Review daily books and financial reports
  - Conduct in-situ audits (internal audits), and prepare a report with recommendations for the next visit.
  - Monitor the implementation of the recommendations of internal audits carried out.
- Enable, when necessary, the partner entities in the implementation of the sub-award budget agreed in the contract.
- Maintain frequent communication through fluid channels with sub-award recipient financial managers to ensure compliance with the reporting schedule and compliance with local and donor regulations.

#### **Human Resources**

- Assist the Program Director and Project Managers/Directors in establishing positions and salaries, benefits, terms and conditions of employment in accordance with the guidelines of the Program and following the Brazilian labor legislation.
- Assist Country Director in the evaluations of current national staff levels and competence, and assist in training and recruiting of new staff
- Oversee preparation of payroll including taxes and other statutory deductions
- Monitor leave taken by staff, ensure all leave is approved by supervisors and track leave taken by each staff on an annual basis.
- Ensure that complete personnel files are kept for all staff employed by the country office, including annual performance evaluation.
- Oversee expatriate staff administration and logistics (visas and work permits, travel).

#### **General administration and logistics**

- Oversee management of country office, including lease arrangements and payment of rent, property insurance, procurement of office supplies, furniture and equipment, security arrangements, and supervision of maintenance and cleaning.
- Ensure that equipment and supplies are procured according to project needs and budget, and that supplies and equipment are inventoried, issued and used in accordance with established procedures
- Oversee management of the country vehicle fleet (registration, insurance, repairs and maintenance, and trip scheduling); ensure that vehicles are used according to WCS's vehicle regulations and that fuel use is properly monitored;

**Minimum requirements:**

The successful candidate must have strong interpersonal skills, excellent written and oral communication skills, and be comfortable participating both as an effective contributor, leader, and listener in group settings. S/he must be well organized, self-motivated, resourceful, effective, and efficient at coordinating multiple resources to get things done, with strong attention to detail; able to work on multiple tasks at multiple levels and switch between them; able to foresee and plan around obstacles.

- Bachelor's Degree in Administration, Finance or Accounting.
- A Master's degree in a relevant field or equivalent qualification relevant to this position is preferred.
- At least five (5) years of directly relevant professional experience in similar positions.
- At least three (3) years of proven financial and accounting management experience in an international organization or NGO, including experience in a multi-funder environment (required) and multi-currency environment (preferred).
- Excellent computer and systems skills required, especially in MS Office applications (advanced skills in MS Excel required) and in financial accounting and reporting software (SAP or equivalent).
- Solid knowledge in accounting matters, local taxation, financial management and accountability.
- Portuguese and English fluency required. Competency in Spanish is preferred.
- Excellent interpersonal and communication skills
- Proven managerial skill and ability to work in a team setting within an organization.
- Ability to take initiative and develop solutions quickly and effectively

**Application Process:**

Interested candidates who meet the above qualifications should apply by emailing a motivation letter including salary requirements and a CV, including contact information of three references, to [wcsbrazil@wcs.org](mailto:wcsbrazil@wcs.org) and [ana.brafman@rhinspiracao.com.br](mailto:ana.brafman@rhinspiracao.com.br) by **November 15<sup>th</sup>** deadline. Please include **"WCS Brazil Finance and Administration Manager"** in the subject line of your email.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are 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

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations