

CALL FROM THE WILD

Frankfurt Zoological Society – Democratic Republic of Congo Programme

Vacancy: Head of Finance and Administration

Frankfurt Zoological Society – Company Overview:

Frankfurt Zoological Society (FZS) is an internationally operating conservation organisation based in Germany that has been implementing conservation projects in Africa, South America, South-East Asia and Europe for many decades. Frankfurt Zoological Society's goal is to work with and for people to secure biodiversity in key ecosystems worldwide as the basis for all life and the livelihoods of present and future generations.

FZS runs a long-term conservation programme in the Lomami Landscape. For more information on the Society and our projects, please visit our website at www.fzs.org.

Job Summary:

The Head of Finance and Administration (HoFA) will report directly to the FZS Country Director and will closely co-operate with the grant coordinator and finance department in Germany. The HoFA will lead a team of finance and administration staff.

Overall purpose of the Finance and Administration team

The purpose of the job is to assist in the efficient and transparent use of the programme's financial resources, thereby supporting the FZS DRC Programme in its delivery of conservation outcomes and impact as per FZS strategy.

Main Outputs

- Efficient and transparent financial management and reporting both to FZS, ICCN and other partner organisations and donors.
- Effective financial management systems in place and operational across the FZS DRC Programme
- Legal obligations in DRC met for FZS and partner organisations.
- Oversight of Human Resource management
- Support to outpost projects on SOP implementation
- Contractual commitments with donors fulfilled with reports submitted in a timely and accurate manner
- Effective and motivated staff in the Finance and Administration Department

Note: These outputs are general. In the individual plan they will be specified annually.

Main responsibilities

Financial Management

- Update the financial policies and procedures manual for FZS DRC
- Ensure that **prudent financial management practices are followed** and that the organisation's **assets are accurately recorded and protected**.
- Ensure **effective administrative and financial management systems are developed** and implemented to enable the FZS programme/projects to produce

accurate accounting information, to record all of its financial transactions and to meet donor requirements

- Ensure that FZS-DRC **cash flow is efficiently managed by reconciling advances from donors against expenditure and requesting funds** further advances
- Managing local bank accounts to ensure that expenses are paid in time.
- Analysis and forecasts of cash flow as requested
- Establish and further develop an efficient procurement and purchasing process

Accounting

- Preparation and oversight of **annual financial statement** and the **annual audit** within DRC in order to **meet statutory DRC laws** and submission of **annual audit report to HQ with explanatory notes**
- Maintenance of the **Fixed Asset Register and records for all FZS-DRC assets**
- Further development of the local internal controlling system
- Ensure that bookings are recorded regularly and on time

Controlling

- Assist with the **annual and ad hoc budgeting**
- Develop with senior management and FZS Africa Department, the **future financial strategy and business planning** for FZS in DRC
- Provide support to the Country Director/Programme Manager and other senior FZS staff by way of **regular financial reporting and analysis on a monthly basis**
- Preparation of **third-party donor financial reports**
- Ensure contractual commitments and expenditure reporting requirements to donors are met
- Analysis of cost structures and support of management in the optimization of project expenditure based on this analysis.

Human Resources

- Support the development and implementation of an **effective, structured and transparent human resource management system**
- Ensure that staff **payroll is processed** accurately and in a timely manner each month
- Ensure that line staff are effective, efficient, and motivated.
- Ensure that proper and accurate files of relevant documents are maintained for all staff.

Legal & Risk Management

- Ensure FZS **legal obligations in DRC** are met with respect to all financial, administrative, taxation, legal and staff related aspects
- Contribute to ensuring that FZS DRC's legal obligations are discharged and that the organisation maintains a prudent approach to financial and operational risk management.
- Ensure that the FZS DRC and Programme and **Projects' statutory filings in DRC are completed and lodged with the authorities** in an accurate and timely manner.

Job requirements

a) Qualifications and experience - essential

- Working towards or gained a professional accounting qualification such as:
 - Association of Chartered Institute of Management Accountants (CIMA) or
 - Association of Chartered Certified Accountants (ACCA) or
 - Association of Chartered Accountants (ACA) or
 - Chartered Institute of Public Finance and Accountancy (CIPFA)
 - Association of Accounting Technicians (AAT)
 - International Association of Bookkeepers (IAB)
- 5 Year's middle to senior financial management in the commercial or not-for-profit sector
- Good knowledge of local and general accounting standards, as well as basic knowledge of IFRS
- Exceptional interpersonal and written, verbal and listening communication skills (**excellent written and verbal skills in English and French**)
- Proven understanding that the role of administration and financial departments is to provide a support service for the delivery of effective management (in this case conservation management and outcomes)
- Commitment to providing high-quality, accurate and timely information
- Ability to both think strategically and provide manage detail on a daily basis to ensure operational excellence.
- Knowledge of electronic/online banking and Microsoft Office with MS-Excel to an advanced level
- Ability to work to tight deadlines under pressure
- Able to work effectively with non-financially trained professionals
- Ability to travel to project areas in DRC, often travelling and living under basic conditions in remote areas
- Experience working in an international organisation or overseas

b) Qualifications and experience – desired

- Project management experience
- NGO experience
- Management consulting experience or experience designing and implementing new management systems (e.g., financial, human resource and/or administrative) in an organisation

c) Behaviour Competencies

Management Control

- Establishing and carrying out procedures to monitor and regulate staff progress, tasks and activities as well as own activities and responsibilities

Integrity

- Maintain high ethical standards, both personally and professionally; shows integrity and fairness in dealings with others

Teamwork

- Co-operates and works well with others in the pursuit of team goals; shares information; supports others.
- Contributes effectively towards a collective (organisational) goal or towards solving problems/conflicts even when the topic involved does not directly serve own interests.

Planning, organizing

- Setting goals and priorities in an effective manner; indicating the necessary action, time and resources and monitoring progress of staff and own activities and responsibilities; assigning and delegating tasks.

Customer Service

- Concerned to provide a prompt, efficient and personalized service to clients; goes out of way to ensure that individual customer needs are met

Empowering/ motivating/ persuading others

- Enthuses others and facilitates successful goal accomplishment by promoting a clear sense of purpose, inspiring a positive attitude to work, and arousing a strong desire to succeed among team members.
- Actively seeks to improve others' skills and talents by providing constructive feedback, coaching, training opportunities and assignments with challenge their abilities and encourage development.
- The ability to make and maintain contact with people at different levels in a natural way; to interact with people at personal level and have a positive influence on the working atmosphere.

Able to influence attitudes and opinions of others and gain agreement to proposals, plans, ideas, skilful at negotiating

Problem analysis

- Pointing out problems. Breaks problems into constituent parts and differentiates key elements from irrelevant or trivial; makes accurate use of logic; draws sound inferences from information available.
- Recognising important information; establishing connections between various pieces of information. Tracing possible causes of problems; searching for practical data/solutions.