



JOB DESCRIPTION

Position : Finance and Admin Officer
Office : Regional Southeast Asia Pacific, with program in Tuvalu
Division : Southeast Asia Pacific
Reports to : Regional Finance Manager SEAP
Location : Funafuti, Tuvalu

Background

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organisation 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 organisations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of rural people whose livelihoods depend on the direct utilisation of natural resources.

In the Southeast Asia Pacific region, especially within its current program in Tuvalu, with a grant from the Bezos Earth Fund, WCS is assisting the Tuvalu government in its commitment to develop a National Ocean Policy for integrated ocean management. The National Ocean Policy will improve sectoral coordination, enhance climate change resilience and evidence-based decision-making, foster connectivity to regional and global policies and frameworks, provide national Marine Spatial Planning (MSP), and support fisheries contribution to socio-economic development and quality of life.

In order to support this project, WCS is seeking a dedicated Finance and Admin Officer to work directly with the WCS Tuvalu team, as well as the relevant neighboring country programs: Fiji and Solomon Islands. The Finance and Admin Officer will report to the Regional Finance Manager.

Job Purpose

The Finance and Admin Officer is responsible for managing financial transactions and administrative support for the Tuvalu project. S/He is responsible for ensuring expenses are correctly charged to projects and grants, consistent with WCS and donor policies. S/He is responsible for maintaining confidentiality of WCS financial and human resource (HR) information.

Specific objectives include, but are not limited to:

- Ensures that expenditures incurred are in accordance with the financial procedures prescribed in WCS Global Admin & Finance Manual, operational guidelines, legal agreement, donor

requirement and local law, preparing cheques for payments with all relevant supporting documents.

- Preparing bank transfers to maintain and monitor WCS bank accounts in Tuvalu.
- Processing international vendor payments and subaward payments.
- Reviewing all payment vouchers for Tuvalu program with proper supporting documentation.
- Custodian of bank cheques and petty cash for Tuvalu program. Conduct weekly bank runs for deposits, staff advance withdrawals, and other banking needs as required.
- Handling of petty cash and reconciling of petty cash balances for the Tuvalu program.
- Prepare payment requests for consultancy fees, WCS Tuvalu utilities, and other disbursements.
- Process monthly statutory payments, including superannuation, tax, and provisional tax, ensuring accuracy and timeliness.
- Perform general office errands such as bill payments and banking-related tasks.
- Scan and accurately label all WCS Finance documents, maintaining a high level of confidentiality, and upload them to OneDrive for secure storage.
- Reviewing and processing of WCS Regional and Tuvalu staff budgets and acquittals, in close coordination with Fiji/Solomon Islands office.
- Work with program teams and guiding WCS program staff on field budgets and acquittals and ensuring staff follows WCS financial compliance policies.
- Reviewing Travel requisition request from program teams and field advance request.
- Ensuring accuracy and timely entry of financial data entries for Tuvalu programs, due to the SEAP Regional Finance Manager for review before the 30th of each month.
- Assist Finance Manager/ Finance Director in doing month end reconciliations to close the month before the deadline.
- Review monthly JVL entries for Regional SEAP/Tuvalu program on monthly basis and ensuring it's charged to correct grant codes and WBS elements with proper supporting documentation.
- Reviewing month end Time and effort for SEAP / Tuvalu program and charging accurately to the grant codes and WBS element.
- Reviewing and adjusting journal adjustment entries and reference key 3's in SAP as suggested by Project manager or SEAP Regional Finance Manager after grant reports review.
- Ensuring that all that the book of account is always up to date, orderly, well-kept and readily available for reference and audit, when required.
- Assisting audits handling (e.g., submitting supporting documents as requested by auditors).
- Working with partner organization under subaward and reviewing monthly receipts and corresponding to the partners on weekly basis. Ensuring partners follow WCS and partner agreement.
- Work together with the Procurement officer to ensure WCS procurement rule applies.
- Reviewing Tuvalu Inventory register and ensure inventories are updated accurately and timely manner and ensure all inventories are tagged.
- Work with SEAP Regional Finance Manager on fiscal year operational budgeting.
- Assisting in processing VISA applications with Regional SEAP team, for expatriates and any international persons working with WCS Tuvalu program
- Any other duties delegated by the Regional Finance Manager.

Qualifications

- A bachelor's degree in finance or accounting.
- At least 3-4 years' experience working in finance, admin and logistics. Auditing background experience preferred.
- Preferred knowledge and experience in SAP accounting software.
- Knowledge of regular finance and administration policy and processes, Tuvalu tax, Tuvalu National Provident Fund and policies.
- Good communication skills, including the ability to persuasively convey the mission of WCS to diverse groups, especially local stakeholders and constituents who are critical to the organization's overall prosperity.
- Must demonstrate strong verbal and written skills in English.
- Must be willing to travel and work at times in rural and remote areas.

WCS is an equal opportunity employer, and the organisation complies with all employment labor laws and regulations that prohibit discrimination in hiring, ensuring 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 organisation provides equal employment opportunities for all qualified candidates. The organisation does not discriminate for employment based on age, colour, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations