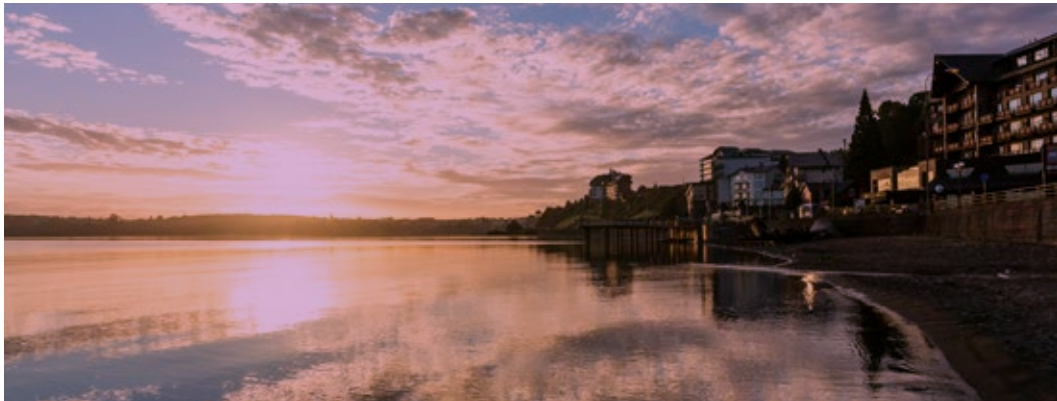




**SENIOR DIRECTOR,
FINANCIAL PLANNING
AND ANALYSIS**

JUNE 2024





ABOUT WWF INTERNATIONAL

All around the world, people are waking up to the deepening crisis of nature loss. We're experiencing a growing realization that nature is our life-support system and that no one will be spared from the impacts of its loss.

Here at WWF, an independent conservation organization active in nearly 100 countries, we are working to sustain the natural world for the benefit of people and wildlife.

Working with many others – from individuals and communities to business and government – WWF urgently seeks to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

More about WWF on our [website](#).

OUR MISSION

To stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature by:

- conserving the world's biological diversity
- ensuring that the use of renewable natural resources is sustainable
- promoting the reduction of pollution and wasteful consumption.

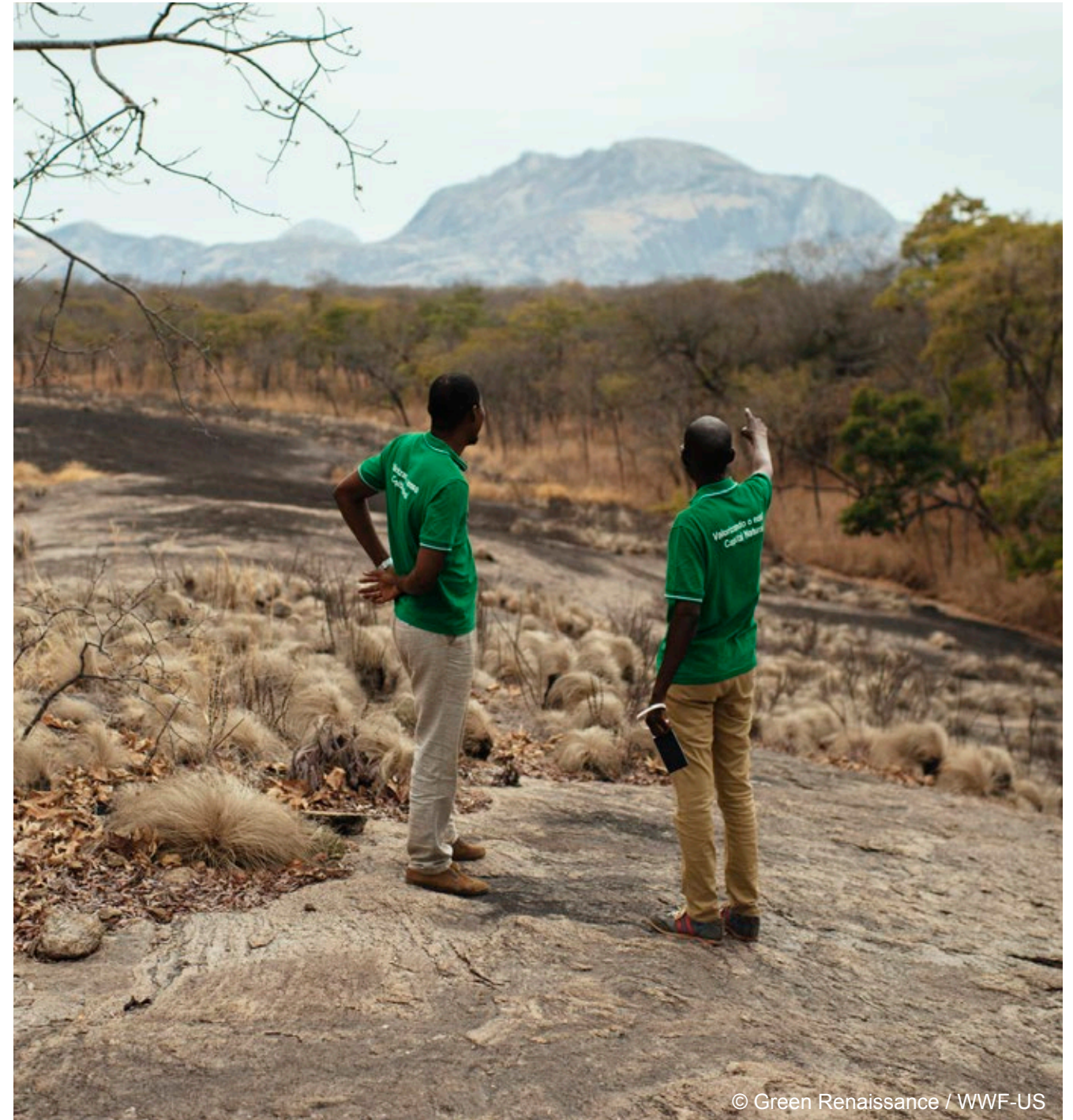
OUR VALUES

We bear witness to the accelerating decline of nature and our climate, with serious consequences for life on Earth, including our own.

Our mission is to build a future in which people live in harmony with nature. To deliver this mission, we work to conserve biodiversity, the web that supports all life on Earth; reduce humanity's ecological footprint; and ensure the sustainable use of natural resources to support current and future generations.

We celebrate and respect diversity in nature and among the people, partners and communities with whom we work. Across the many cultures and individuals that represent WWF, we are unified by one mission, one brand, and one common set of values:

- **Courage:** We demonstrate courage through our actions, we work for change where it's needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.
- **Integrity:** We live the principles we call on others to meet. We act with integrity, accountability and transparency, and we rely on facts and science to guide us and to ensure we learn and evolve.
- **Respect:** We honor the voices and knowledge of the people and communities that we serve, and we work to secure their rights to a sustainable future.
- **Collaboration:** We deliver impact at the scale of the challenges we face through the power of collective action and innovation.





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THE ROLE

ROLE:	Senior Director, Financial Planning and Analysis
REPORTS TO:	Global Director, Finance
SUPERVISES:	Financial Planning and Analysis Team
LEVEL:	8
LOCATION:	Vienna or Nairobi preferred, Zeist or Woking possible

JOB SUMMARY

MISSION OF THE DEPARTMENT

Enabling WWF mission delivery through continuous pursuit of optimum balance between efficiency and effectiveness with respect to internal systems, tools and processes. This will be achieved via a delivery of a high standard of: strategic financial management, effective digital solutions, proactive risk management, quality guidance, advice and communication of both regulatory and internal standards requirements all through an inclusive people centered lens.

MAJOR FUNCTIONS

Responsible for leading the Financial Planning and Analysis pillar for the organisation, reporting to the Global Finance Director. This role oversees various aspects including data analytics and reporting, finance Business Partnering to the Secretariat and Country Offices, budgeting and forecasting. The role requires the ability to provide strategic financial advice, implementing excellent financial planning and monitoring, ability to develop and maintain planning and analysis documents, guidance and processes and fostering team and development.





MAJOR DUTIES AND RESPONSIBILITIES

BUSINESS PARTNERING AND STRATEGIC FINANCIAL ADVICE

- Establish, lead and develop a strong financial business partnering team and culture
- Provide an excellent customer-centric finance business partnering service to Country Leadership and the Secretariat (including Regional Directors)
- Accountable for identifying and coordinating financial capacity building to Country Finance Leaders including professional development support and mentoring
- Provide recruitment and performance management support and advice to Country Directors for their senior Finance roles
- Accountable for providing financial capacity building to non-Finance Leaders across the organisation including Country Leaders and Secretariat Budget Holders to build and develop financial literacy across leadership and management positions
- Accountable for advice and support to Secretariat Budget Holders in the management of their budgets and forecasts

PROVIDES EXCELLENT FINANCIAL PLANNING

- With the Global Director, Finance manage and continuously develop the integrated annual and rolling Plan of Work and Budget for Country Offices and the Secretariat to ensure financial resources are allocated according to the Strategic Plan
- Responsible for the preparation of WWF International's consolidated annual budget for Secretariat and the Country Offices and other forward looking financial plans
- Accountable for the regular and robust budget monitoring and forecasting process for the Secretariat and Country Offices
- Responsible for prudent long term business and financial contingency planning including appropriate budget allocations, investments and reserves
- Collaborate with the Resource Mobilisation Teams to define, monitor and review income forecasts and projections
- Business Owner for the development and continuous improvement of tools, processes and reports to manage financial plans

PROVIDES FINANCIAL ANALYSIS AND REPORTING TO ENABLE DATA-DRIVEN DECISIONS

- Lead the team responsible for the development and timely preparation of a suite of management reports and other financial analyses to all levels of decision making to enable data-driven and informed decisions
- Accountable for providing accurate and regular insights and trends utilising data and reports
- Ensure the smooth flow of information across WWF International alongside other key stakeholders utilising live dashboards and data presentation tools
- Collaborate with Global Technology and Digital Solutions to continuously improve financial data interpretation and presentation

DEVELOP AND MAINTAIN DOCUMENTS, GUIDANCE AND PROCESSES

- Responsible for development and management of policies, guidance documents, and information relating to financial planning, budgeting, forecasting, analysis and reporting that are applicable to WWF International (Secretariat and Country Offices)

TEAM LEADERSHIP AND UNIT DEVELOPMENT

- Participates in the recruitment of the Financial Planning and Analysis team
- Manage and empower the Financial Planning and Analysis Team including develop, coach, coordinate and supervise management roles
- Closely collaborate with the Global Finance leadership to ensure clear and seamless working relationships and processes between Finance teams
- Build and maintain relationships with other management and leadership positions across and beyond the division to enable and optimise the ways of working
- Performs other duties as requested by the Global Director, Finance

CANDIDATE PROFILE

REQUIRED QUALIFICATIONS

- A professional accounting qualification (ACA, ACCA, CPA) and/or CFA/MBA is essential
- A post-graduate university degree in finance, or business administration or related subject is an advantage;
- At least 10 years of experience in a senior financial management role with at least 5 years in a complex, multi-jurisdictional international operating environment.
- Ideally prior experience of working in a leadership role in an International Non-Government Organization (INGO).
- Good understanding and prior experience of improving or implementing a globally integrated financial system or Enterprise Resource Planning (ERP) system.

REQUIRED SKILLS AND COMPETENCIES

- Excellent leadership and managerial skills with a demonstrated ability to drive change and organisational culture
- Excellent organisational and presentation skills
- Demonstrates strategic foresight and global systems thinking approach
- Strong political, interpersonal, influencing and negotiation skills

- Excellent proven track record of prudent financial management and executive decision making
- Superior ability to work and communicate effectively with a broad spectrum of individuals across a range of cultural environments
- Works to the highest level of integrity and confidentiality
- Fluency in English is essential. Other languages, especially French, would be an advantage;
- Embraces the WWF mission and values of the organization: Courage, Integrity, Respect & Collaboration

WORKING RELATIONSHIPS

Internal – Interacts frequently with the Global Director, Finance and Executive Team as well as other senior staff of the WWF International Divisions. Collaborates closely with Global Technology and Digital Services (GTDS) for systems and data integration and reporting. Builds strong relationships with Budget Holders, Regional and Country Directors and Country Finance Leaders.

External – May be required to liaise with organisations that work with WWF, including external donors. Work closely with any external systems providers and consultants.





HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Sarah-Moussa-CV-062024-WWF or Sarah-Moussa-CoverLetter-062024-WWF.

TIMELINE

Closing Date:	29th July 2024
First Stage Interviews:	TBC
Final Interviews:	TBC

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

EQUALITY STATEMENT

Equality and diversity are at the core of WWF’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at jreinartz@oxfordhr.com in the first instance.

ABOUT OXFORD HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.





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