

**JOB ADVERTISEMENT**

CHIEF FINANCIAL OFFICER (CFO)

# (Permanent position based in WWF-SA Head office in Newlands, Cape Town)

WWF is one of the world’s largest and most respected conservation organizations, with almost 6 million supporters and a global network active in more than 100 countries. Our mission is to stop the degradation of the Earth's natural environment and to build a future in which we all live in harmony with nature, by conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption.

Our work is challenging and exciting and we love what we do. To join our team you need to be brilliant at what you do, passionate, results-orientated and have a positive attitude.

# Background:

WWF-SA, is seeking an experienced professional to lead the organisation’s finance, legal, ICT, and office facilities functions. The CFO will work closely with the CEO, serve as a Company Secretary to the WWF South Africa Board, and as a key member of the Senior Management Team (SMT). The CFO is responsible for all aspects of financial management. Essential to success in this position are demonstrated high performance in financial and treasury management at executive level, a strong business background, experience developing and delivering strategic business plans and experience working with Boards on corporate governance. Experience leading diverse teams is essential as the position leads Finance, Legal, ICT, Operations and Facilities Management. Previous exposure to fundraising is desirable as the CFO contributes to the organisation’s fundraising strategy. Excellent relationship building and communication skills are essential as the CFO will represent WWF-SA at a senior level and manage a number of key relationships.

# Key Functions:

* Chief Financial Officer
* Company Secretary to, and Executive Director of, the WWF South Africa Board
* Member of Senior Management Team (SMT)
* Head of Business Support Division (Finance, Legal, ICT, Operations and Facilities Management teams)
* Member of WWF Audit and Risk Committee
* Member of WWF Finance Committee and Investment sub-Committee
* Secretarial support to WWF Nominations Committee, Remuneration & HR Committee, and Social Ethics and Transformation Committee.
* WWF nominated Member on selected Associated Trusts (e.g. WWF NedBank Green Trust, Table Mountain Fund, etc.)
* Board member of Southern African Wildlife College (SAWC)
* Chair of the Southern African Wildlife College Trust

# Areas of responsibility:

* Strategic leadership and guidance
* Participate in the development of the organization’s strategic plans and programs
* Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the Board, CEO and SMT manage the Business
* Financial accounting, management and oversight for WWF and 5 associated trusts (TMF, LHSKT, SAWCT, WWF Nedbank Green Trust)
* Manage and oversee the relationships with independent auditors, banks, and short term insurers.
* Manage compliance with relevant laws and regulations
* Manage governance around Investment Portfolio transactions (Strategy is guided by Investment Sub- Committee)
* Manage tax compliance to maintain tax efficiency
* Manage in-house Finance, Legal, ICT, office, operations, transport and facilities teams
* Direct enterprise risk management process within WWF
* Oversee corporate governance and statutory compliance
* Direct overall procurement process and efficiency
* Assessment and assistance in development of funding opportunities
* Approve electronic funds transfers (EFT’s) and legal contracts
* Oversee implementation of WWF network policies and procedures

# Experience and skills required:

* Preference will be given to a qualified Chartered Accountant (SA) or international equivalent
* Minimum 10 years of experience managing finance function
* Demonstrated executive level competence in financial management, corporate governance, commercial contracts and risk management.
* Passion and interest for the environment
* Excellent leadership and people management experience.
* Knowledge and experience in investment and wealth management strategies.
* Demonstrated experience in developing, implementing and evaluating strategic plans, business plans and budgets;
* Proficient in financial modelling
* Strong verbal and written communication skills.
* Proficient in problem solving analytics.
* Willingness to make decisions, exhibit sound and accurate judgment
* Highly developed administrative and business process skills
* Commitment to working with diverse communities and cultures.
* Strong work ethic, highly developed organizational, interpersonal and communication skills.
* Computer proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Oracle & ERP systems
* Commitment to customer service, professionalism, and integrity
* Able to motivate staff to embrace change and new methodologies
* Able to translate financial information and best practices to non-financial staff at all levels
* An open, engaging, accessible management style
* High integrity and openness combined with commitment to good governance.

Remuneration is influenced by the NGO/conservation focus of the organization.

# Further Information:

To apply for the position, please send a motivation letter highlighting your suitability to the role, your CV and contact details of three work related referees to MaraisButton & Associates.

Email: [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.

Applications close on **31 May 2021.**

*WWF seeks to promote diversity among its staff. Candidates who have not received a response within three weeks of the closing date are kindly requested to assume that their application has not been successful in this instance. WWF-SA reserves the right not to fill this position.*