



Terms of Reference: Chief Financial Officer

Location: Lusaka

Duration of Contract: 2 Years – Renewable at mutual consent

Reporting to Chief Executive Officer (CEO) of Wildlife Crime Prevention

Languages Required: English

Background

Wildlife Crime Prevention is a Zambian based Not for Profit Organisation (NGO), that works nationally across Zambia, providing support to the Department of National Parks and Wildlife to disrupt illegal wildlife trade across multiple programmes. WCP have grown significantly over the last 5 years and therefore seek an experienced, committed and qualified Chief Financial Officer.

Job Description

The Chief Financial Officer (CFO) will be primarily responsible for the planning, implementation, management and running of all financial activities within Wildlife Crime Prevention. This includes planning, budgeting, forecasting and donor management.

- The CFO will play a leadership role in the continued growth of WCP by designing and implementing financial policy for sustainability.
- The CFO will direct all finances and administration of WCP to ensure an efficient financial management structures.
- The CFO will provide essential input for financial planning, monitoring and evolution to ensure all finances are grounded in sound financial and management practices.

The CFO will be directly responsible for the following:

- Provide leadership, direction and management to the finance and accounting team
- Managing the processes for financial forecasting and budgets, and oversee the preparation of all financial reports
- Advising on long term grant management and sustainability
- Provide leadership and in-house capacity to the finance team (currently 5 staff members)
- Monitor and evaluate the performance of all activities according to grants and expenditure
- Provide regular updates and strategic recommendations to the CEO and members of the board of directors
- Oversee annual audits both internal and external
- Keep organisation informed of pertinent financial issues and regulatory matters
- Maintain relationships with senior management, donors, external partners and stakeholders
- Review and maintain all formal finance, HR and IT related procedures and systems



- Direct all procurement and payroll administration and management of physical assets
- Directly supervise Human Resource Manager and all related support staff and requirements.

Working relationships:

- The CFO will be part of WCP's Senior Management Team
- Reports to the CEO (and Board of Directors through the CEO) with regular financial updates, annual grants, budgets and other pertinent issues.

Required Skills/Experience:

- Bachelor's degree or above in economics, finance or business management from a globally reputed university (MBA or CPA is highly desirable)
- Minimum 7 years' practical work experience in any of the above or related fields
- Must have experience managing a team
- Demonstrated personal integrity, strong leadership and management skills
- Excellent technical analysis, oral and written communication skills (English)
- The ability to work as part of a team
- Self-motivated and goal oriented
- The ability to work independently under minimal supervision

Salary and terms will be discussed with shortlist candidates only.

To apply for this position please send in your CV with cover letter. References will be required on request. Closing date 30 May 2021. Only shortlist candidates will be contacted. Please send details to kerri@wcpzambia.org