

**Why we are here**

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

[wwf.org.au](http://wwf.org.au)

# Job Description

**WWF-Australia**

ABN 57 001 594 074

<b>Department</b>	Conservation
<b>Job matrix group</b>	WWF Corporate Professional
<b>Job matrix level</b>	7
<b>Job title</b>	Commercial Project Officer (Conservation)
<b>Reports to</b>	Chief Conservation Officer
<b>Direct reports</b>	Nil
<b>Location</b>	WWF-Australia Offices/Location negot.
<b>Job type</b>	Full Time Fixed Term Contract
<b>Contract Period</b>	2 years
<b>Hours per week</b>	38
<b>Approval</b>	People and Culture Director
<b>Approval date</b>	06/07/2020
<b>Organisational context</b>	<p>For over 50 years WWF has been a leading voice for nature. We are the world's largest conservation organisation, working in 100 countries and with over 5 million supporters. WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses and communities on environmental issues with a single mission: to build a world where people live and prosper in harmony with nature. We have our foundation in science and we work towards a sustainable planet, striving to conserve biodiversity in Australia and throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy and communications experts, lawyers and other specialists, all supported by our regional and national staff members. WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign.</p>
<b>Department context</b>	<p>WWF-Australia's strategy requires all staff to support the delivery of eight conservation goals: Secure Sustainable Food, Save Threatened Species, Create a Low Carbon Future, Protect our Marine Life, Conserve Nature with Equity, Stop Big Bad Things, Engage Millions of People as a Voice For Nature, and Grow Investment into Conservation Impact.</p>
<b>Purpose of job</b>	<p>The position provides commercial advice and support to Conservation staff and related stakeholders on development of contracts related to funding proposals and costing specific conservation projects. The role provides input &amp; support for organisational budgeting, forecasting and reporting, reconciliations and analysis. The role is a decentralised extension of the finance function from a commercial management perspective.</p>
<b>Key accountabilities</b>	<ul style="list-style-type: none"><li>• Provides commercial support (e.g. developing conservation project budgets, identifying funding gaps, tracking conservation project income) to</li></ul>



support Conservation project management and to meet the needs of the Revenue Department

- Provides input to the annual budget/planning process and quarterly forecast processes, integrating inputs to achieve an outcome consistent with WWF's strategic goals, within commercially prudent boundaries.
- Provides financial acquittal reporting to WWF-International, government & other organisations.
- Manages restricted fund balances in line with project accounting.
- Undertakes complex commercial analysis and modelling to support organisational decision making.
- Builds the commercial capability of staff.
- Supports Conservation staff to build strong project business cases, for internal decision making, and for Revenue Development purposes
- Identifies emerging project risks and brings this to the attention of management.
- Contributes to the development of contracts from an income & expense perspective, and conducts due diligence prior to contract sign off.
- Facilitates the conservation team in securing reports against contracts and grants issued by WWF to partners.
- Produces budgets and acquittals for restricted funded projects including monthly/annual reconciliations.
- Collaborates with Finance to ensure project income and costs reconcile with internal systems.
- In consultation with the CFO & Finance Manager, conducts audits on conservation contracts.

#### **Job level responsibilities**

- Contributes to strategic and/or operational planning, systems, processes, delivery and reporting.
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, prevention of sexual exploitation and abuse, security, sustainability, privacy, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand and I-KODE Values – Acts with Integrity, Knowledgeable, Optimistic, Determined and Engaging.
- Seeks approval from the CEO for international travel.
- Performs budget administration, risk and quality management, and reporting.
- Applies and adheres to the WWF Standards of Conservation Project and Program Management and WWF's Ways of Working.

#### **Relationships & communications**

Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:

- Conservation and Revenue Development Departments
- CFO, Finance Manager and Management Accountant
- WWF International in relation to funds received.
- Note: the role will have a dotted line report to the Finance Manager

#### **Job Challenges**

- The geographically dispersed nature of WWF requires skills to build trust and work collaboratively to achieve engagement across diverse teams.
- Maintaining a high level of analysis during high workload periods.



**Essential selection criteria**

- Well-developed commercial management experience including experience working with financial accounting/budgets.
- Experience in contract management.
- A working knowledge of strategic planning, business planning and relationships with budgeting & commercial management.
- Sound written and verbal communication skills together with an ability to communicate commercial information and concepts in simple language.
- Demonstrated experience in financial data analytics, methodologies and reporting tools, including advanced MS Excel and FMS experience.
- Well-developed interpersonal and customer service skills with experience engaging constructively with senior level management.
- Ability to work under pressure during times of high workload.
- Ability to work autonomously and across teams in a constructive manner.

**Desirable selection criteria**

- An interest in not for profit/profit for purpose organisations and business models.
- Experience in Microsoft Dynamics GP.
- An understanding of, and support for, workplace sustainability principles.

**Credentials**

- Degree in finance, business administration or a related area or equivalent experience.
- Qualified CA / CPA, or working towards qualification preferred.

**Job requirements**

Employment background checks

**How to apply**

Applicants can apply via <https://www.wwf.org.au/about-us/jobs-at-wwf> Only those applicants applying online via the eRecruitment System will be considered. Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV), including two referees. Please name your documents with your last name and first name in that order