



WWF
Svetska organizacija za prirodu

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POSITION DESCRIPTION

Position title:

Serbia country operations manager

Reporting line:

The Employee will report to WWF ADRIA Operations/Finance and Administration Manager

Supervision of other staff:

Supervises one or more staff in the Finance and Administration Unit based in the WWF Adria Serbia office

Location of the Assignment:

Belgrade, Serbia, with occasional travel within the region.

Employee's Major Functions:

The Country operations manager takes lead, with considerable level of independence and autonomy, on the overall administrative processes of WWF Adria office operations, including core budgeting, accounting, project administration, financial reporting, human resources / payroll administrative processes in Serbia.

Employee's Duties and Responsibilities:

Under the supervision of WWF Adria Operations/F&A Manager, country operations manager is responsible for the following duties and responsibilities:

1. **Ensuring the compliance of office operations with WWF Network Standards and Policies and local legal requirements**
 - Acquires good understanding of WWF Network administrative standards and Procedures, and in liaison with WWF Adria Finance and Administration Unit, acts as focal point for Serbian office, to set up office administrative procedures according to WWF Network Standards, local legislation and best practice.
2. **Contracts administration and income/payment procedures**
 - Prepares employment contracts for the WWF Adria Serbia country office staff, ensuring the compliance with WWF Standards where applicable as well as the Serbian legislation. Ensures that office staff is paid on timely basis and in compliance with the contractual requirements and the local legislation.
 - Ensure the maintenance of an appropriate system of confidential personnel files, containing key data, documents and correspondence related to each employee's contractual relationship with WWF.
 - Prepares and administer contracts with external consultants and companies for the service providing to local office. Ensures that contractees are paid on timely basis and in compliance with the contractual requirements.
3. **Accounting and statutory reporting**
 - Co-operates with outsourced accounting agency on daily basis and defines needs and proposes changes to improve financial reporting.
 - Supervises the monthly closing of the books and the reconciliation of bank accounts.

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- Reviews all transaction listings to ensure that the information is reasonable and correctly charged to the appropriate project. Monitors the use and flow of funds on all project accounts according to budget constraints.
- Ensures that the WWF Network Financial and Administrative Policies and Procedures are correctly implemented in Serbia and adapted for local conditions.

4. **Manage operations of WWF Adria Serbia country office**

- Enables WWF Adria operations in Serbia by managing the operational infrastructure.
- Legal/administrative representation functions for the Serbian legal entity as delegated by the Legal representative.
- Responsible for ensuring that office is set up according to WWF Adria organizational principles (country office coordination, conservation strategy teams, finance & administration management, communications coordination), and is operating according to WWF rules and procedures, policies, standards, guidelines (e.g. travel policy, procurement of goods and services, health & safety, fraud & corruption prevention).
- Responsible for ensuring full integration of Serbian office budget into the WWF Adria budget. Together with the WWF Adria Operations/F&A Manager, is responsible for budgeting and reporting in line with the WWF Adria business plan.
- Provide institutional (dotted line) supervision for the programme staff recruited under local office to ensure their compliance with national regulations and WWF network standards, ethics and behaviours. Reports timely to Adria Operations/F&A Manager and Adria Director on any perceived inconsistencies or reputational risks that WWF Adria may be incurring as a consequence of project activities or staff behaviour.
- Ensure, together with the WWF Adria Operations/Finance & Administration team, the effective and efficient management of finance & administration according WWF Adria policies and procedures as well as according to Serbian statutory requirements.
- Ensure, together with the WWF Adria Operations/Finance and Administration Manager the development and implementation of HR policies (insurance coverage, recruitment, performance management, staff development, vacation and other absences etc.), internal regulations and salary scales in accordance with WWF Adria regional HR policies and procedures.

Working Relationships:

Internal

Position is supervised by the WWF Adria Operations/Finance and Administration. Liaises effectively with the other staff in the Finance/Administration Units in WWF Adria and WWF International, and in general with the other staff in the WWF staff in the Adria region as well as with the WWF Adria project partners.

External

Works closely with the Projects' implementing partners in the Adria region, and liaises with a wide variety of external entities such as donor agencies, tax and pension offices, banks, insurance companies, lawyers, external accountants, payroll consultants etc.

Requirements for the position:

Knowledge: A university degree in Accounting, Administration and Finance, Economics, Management or related field.

Experience: At least four years of managerial experience in F&A department in private or non-profit sector, accounting/audit or consultant firms: Multi-project programmes and Serbia commercial and labour legislation an advantage.

Skills and abilities: Excellent interpersonal, leadership and management skills; sensitiveness to work in a cross-cultural context, but with appropriate doses of firmness on decisions; dependable, reliable, and organized. Skilled in accounting, financial planning, budgeting, contracting and bank transactions. Advanced user of the MS Office applications (with particular regards to the Excel spreadsheets). Fluency in Serbian and English. Other languages are an advantage.

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