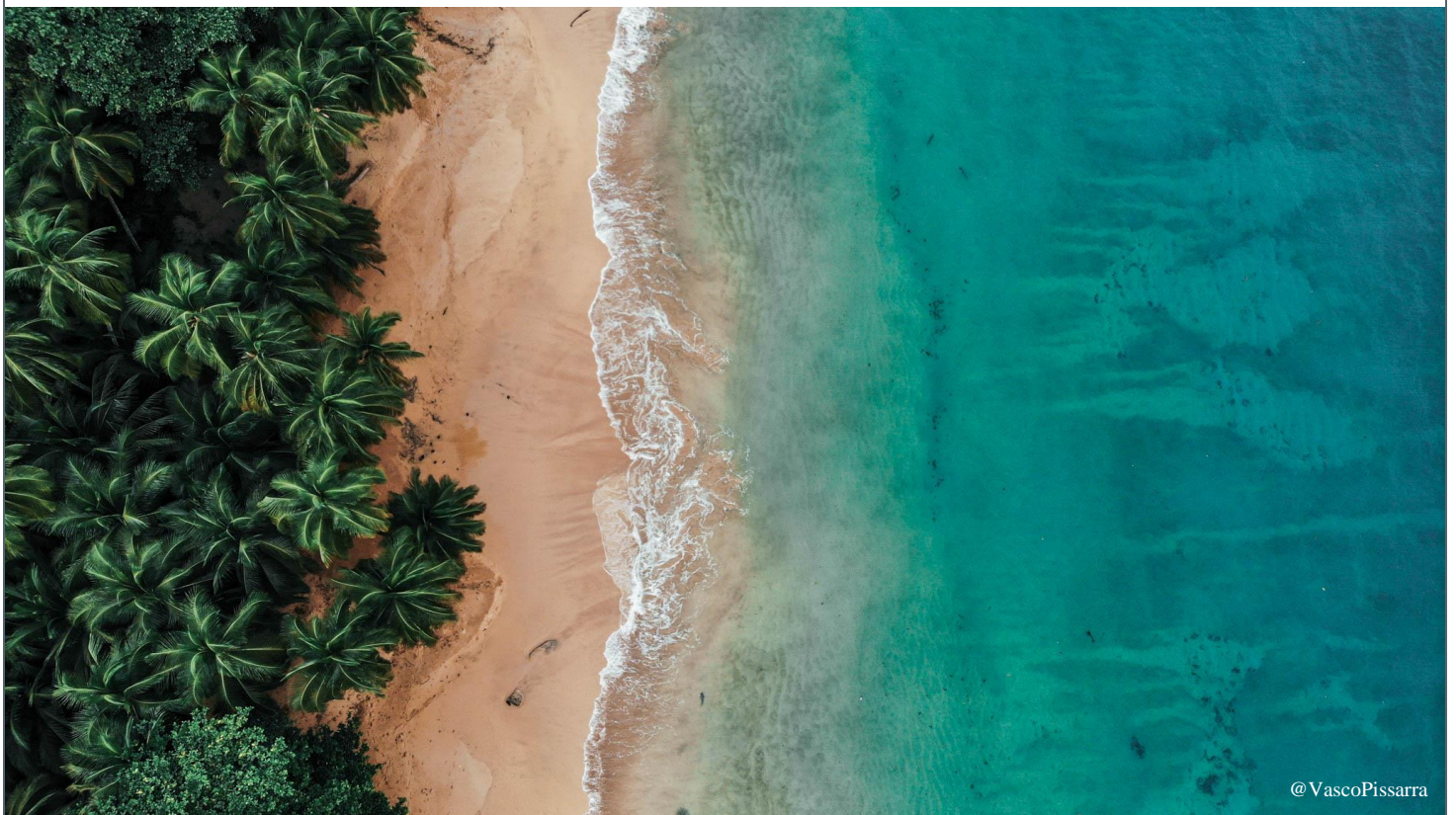




FUNDAÇÃO PRÍNCIPE



@VascoPissarra

Finance Director
Fundação Príncipe
São Tomé & Príncipe

Fundação Príncipe

With important forest and marine ecosystems and levels of endemism comparable to the Galapagos Islands, Príncipe is recognised world-wide for its high biodiversity and is designated as a UNESCO Biosphere Reserve. Fundação Príncipe (FP) is one of the few locally established NGOs operating on the island of Príncipe. It was established in 2015 to promote sustainable development and biodiversity conservation, through projects that strongly focus on supporting the local community and building local capacity. This work aligns with the purposes of the Biosphere Reserve and FP works closely with government to support their commitment to safeguard the island's natural and cultural heritage. FP's projects currently focus on establishing and strengthening protected areas (marine and terrestrial), researching the unique fauna and flora of the island, promoting community livelihood, ecotourism and environmental sustainability.

Engaging proactively with people is central to our strategy in Príncipe: local support is critical to this work and local people stand to gain the most from the protection of the island's biodiversity. We believe conservation need to be done with and for the people.

The Opportunity

We are seeking qualified candidates to join the Fundação Príncipe team, working closely with our partners at a regional and national level. A major part of the role will be to support the organisation finances and operations, being responsible for the finance function of Fundação Príncipe ensuring efficient day to day management, controls, systems and reporting.

You will be the line management of the Finance Team and you will provide financial support to all FP's projects and teams. You will manage and develop finance systems, process & procedures, supporting the Executive Director.

The post would be ideal for someone with experience in non-profit organisations finance management and grant management. A degree or equivalent level qualification in a relevant discipline and some experience in a related role and working situation are expected. Experience raising funds for conservation will be an advantage.

You will use your technical skills and practical experience to support FP to deliver effective conservation projects. A strong team player, you will enjoy working in a dynamic team environment where creative approaches and thinking are being brought to deliver projects. In return, the role offers the opportunity to work with two ground breaking and entrepreneurial organisations at the forefront of conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	One-year fixed-term contract, renewable
Probation Period:	Four months
Salary range:	EUR 25,000 - EUR 30,000 Gross salary annually depending on skills and experience
Location:	Santo António, Príncipe, São Tomé & Príncipe
Benefits:	For international appointments, FP expatriate benefits apply: <ul style="list-style-type: none">- 33 working days' annual leave entitlement plus national public holidays observed in Príncipe- Accommodation- Medical support- One return trip back home per year- Relocation flight on commencement of employment (if applicable)- Repatriation flight on termination of employment (if applicable)
	NB: This is an unaccompanied position
Hours of Work:	This is a full-time position requiring flexible working hours.

Job Description

Job Title:	Finance Diretor- Príncipe, Fundação Príncipe
Reporting to:	Director, Fundação Príncipe
Working with:	FP Director, FP Finance Manager FP Programme and Project Managers and other FP colleagues, International and National counterparts and other stakeholders, Government (Regional and National) and Donors.

Purpose of the Role

Work as part of the FP team to develop and secure the long-term conservation of the biodiversity of Príncipe. To provide strategic thinking and be responsible for the finance function of FP ensuring efficient day to day management, controls, systems and reporting; Line management of the Finance Team; Provide financial support to FP teams and projects; Manage and develop finance systems, process & procedures; responsible for the finance management & to support the external Audit; responsible for Performance reports & KPI's.

Specific Duties

- Responsibility for establishing sound management controls tracking income and expenditure and the preparation of reports for the Executive Director and the Board.
- Responsible for provision of all information to enable annual audit to be carried out (i.e. information relating to account balances, cash flow statements, income statements, balance sheets, tax returns, and internal control systems).
- Line management of the Finance team.
- Management of the entire relationship with external accounting services.
- Responsible for the overall effectiveness of the finance department by setting up and maintaining adequate systems to ensure efficient procedures are in place.
- Ensure that the finance and accounting team meets all internal, external and legal deadlines, such as monthly reporting, tax payments, requests for funds and reports.
- Liaise with external bodies such as Auditors and Grant funders.
- Responsible for reporting financial and performance KPI's for FP.
- Responsible for the overall budget & forecasting process
- Responsible for the management of the organization contracts.
- Responsible for completion of IVA returns and other taxes and resolve any related queries.
- Responsible for the management of payroll in liaison with the Finance Manager.
- Liaise with FP banks on all financial and administrative matters and oversee Treasury Management.
- Provide support with Governance as required
- Oversee the day-to-day management of FP's trading.
- Liaison with and management of FP projects on all financial aspects.
- Manage the finance & payroll systems and lead on improvements
- Assist Director of Finance & Operations to ensure all financial policies remain current and relevant.

General:

- Promote FP's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role
- Undertake any other reasonable duties as required and commensurate with the grade of post
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce
- Work in accordance with FP's policies, procedures, and codes of conduct
- Actively participate in on-going professional development activities

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organization's activities and structure.

Person Specification

	Essential	Desirable
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Skills	<ul style="list-style-type: none"> • Bachelor degree or equivalent level on finance management • Proven experience of working in a similar role • Extensive experience of a variety of software packages • Experience of implementing new systems and processes • Experience of all aspects of Finance ledgers • Experience of reconciliations • Practical experience of payroll and pensions • Practical experience and knowledge of IVA and tax issues • Excellent knowledge of Microsoft packages • Advanced Excel skills including the ability to design and develop new Excel spread sheets • Fluency in Portuguese • Written and spoken Proficiency in English 	<ul style="list-style-type: none"> • An accounting qualification or finalist • Experience and understanding of reporting and accounting for restricted funds • Experience of Contract Management • Experience of Charity Accounts • Full driving license (or means to travel around the area).
Knowledge and experience	<ul style="list-style-type: none"> • Experience of managing budgeting process and developing budgets • Experience of grant budget management & reporting • Line management of Finance staff • Excellent interpersonal skills at a variety of levels • Experience of working with external partners • Experience of working with volunteers and the general public • Empathy with aims and objectives of Fundação Príncipe • Liaison with Senior Management Team on financial matters 	

Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a positive way • Strong and effective communicator • Builds positive personal and organizational relationships • Commitment to conservation and community-led development process and empowering local women and men • Demonstrated willingness to think creatively, to problem-solve, and to try new approaches • Excellent team player who is happy and able to provide support to others, with the ability also to work well under own initiative • High standards of integrity, professionalism, and impartiality <ul style="list-style-type: none"> • Diligent, analytical and methodical, with a high degree of accuracy and attention to detail • Extremely organized and able to prioritize own workload and undertake work on your own (or with limited direct supervision) • Flexible and inclusive • Enjoy a fast-paced environment with the proven ability to rapidly assimilate information and adapt to a changing environment • Able to work effectively as a Team leader and member • Clear and confident communicator • Able to manage potential conflicts by dealing with people in a calm and professional manner • Enjoy working in a close-knit team environment 	
Other	<ul style="list-style-type: none"> • Ability to undertake international travel • Previous experience living in developing countries and isolated locations for extended periods 	

How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to Suzete Sousa at: info@fundacaoprincipe.org

Please mark your application '**Finance Director**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **30 November 2022**.

Interviews are likely to be held during the week commencing **05 December 2022**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FP encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Estrela Matilde, Executive Director, FP, on Tel: +239 9869031 or Email: estrela.matilde@fundacaoprincipe.org.

FP values diversity and is committed to equality of opportunity