

JOB DESCRIPTION



Position:	Regional Business Manager – Andes-Amazon-Orinoco (AAO)
Division:	Global Conservation Program, Americas Program, Andes-Amazon-Orinoco region
Reports to:	Regional Director, AAO
Coordinates with:	Finance team (NY and regional), country office Finance Managers, Country Directors
Location:	WCS Country Office in the Region

The Wildlife Conservation Society (WCS) is an international conservation NGO headquartered at the Bronx Zoo in New York City working to save wildlife and wild lands and to meet global conservation challenges in over 60 countries in Africa, Asia, and the Americas.

WCS has recently reorganized into a set of regional programs, which includes the Andes-Amazon-Orinoco (AAO) region, covering the Bolivia, Brazil, Colombia, Ecuador, and Peru country programs, in addition to region-wide engagement on a variety of conservation matters.

To support this regional program, WCS seeks a dynamic, well-organized, hard-working, and committed team player to oversee the budget and finances of the region, and to provide direct support to the Regional Director in managing the operations of the Regional Program. The Regional Business Manager will continually assess and document the financial health of the Regional Program and develop both short and long term financial plans for the Region, including each of its constitutive country programs and regional initiatives. S/he will provide regular reports for management in the region and headquarters.

This position reports to the AAO Regional Director. This position will involve regular travel to WCS country offices within the region and to WCS NY headquarters, up to 25% of the time. The position will be based in a WCS country office in the region.

PRIMARY RESPONSIBILITIES:

- **Financial Management:** Provide monthly key performance indicators such as budget to actual reports, performance reports (on track, ahead or behind budget), income balances and budget gap analysis and plans to mitigate them, for each country (including every single grant) and all multi-country grants; Work with Regional Controller to resolve any issues with finances in the region; Report regularly to headquarters about the financial state of the Region; Support institutionalization of good project management practice, including in grants tracking and management, document control, results reporting and monitoring.
- **Strategic Financial Planning:** Ensure Regional Director and other senior staff in the region have the financial information they require to fundraise for the region; Work with country programs to develop multiyear business plans for each country program and the region; Complete annual presentation of short and long term financial plans for each country with detailed variance analysis on prior plans

- **Budget Leadership:** Manage and maintain the budget for the AAO region; Lead the annual WCS budgeting process for all countries in the region; Work with country finance teams to understand and report on full program costs; Manage the region's Unrestricted allocations; Serve as the budget lead for regional grants; Review country budget adjustments and budget to actual reports, and ensure regular and timely budget updates.
- **Proposal Review:** Working in coordination with NY grant departments, approve all proposal budgets from the region, and each of its constitutive country programs and regional initiatives: Ensure budgets are covering the full costs of the program and are in line with business plans; Ensure budgets are developed in compliance with WCS policies and undergo appropriate reviews.
- **Grant Management:** Ensure regional grant administration is on track; Coordinate preparation of financial reports for regional grants; Review and approve grant financial reports prepared by country programs prior to submission to NY for signature; Support country programs in understanding WCS grant management processes, systems, tools and donor compliance requirements.
- **People Management:** Support the Regional Director and administrative procedures to manage regional staff; Support the recruitment and training of grant/finance/administration staff as needed to strengthen country program administration and financial staff.
- Perform other duties as determined by the Regional Director.

POSITION REQUIREMENTS:

The successful candidate must have strong interpersonal skills and display evidence of good leadership and coordination skills. S/he must have excellent written and oral communication skills and be comfortable participating both as an effective contributor, leader, and listener in group settings with diverse teams. S/he must be well organized, self-motivated, resourceful, effective and efficient at coordinating multiple resources to get things done, analytical and with attention to detail; can work on multiple tasks at multiple levels and switch between them; can foresee and plan around obstacles.

- Bachelor's degree in a program of study such as finance, accounting, economics, or business (or similar) required, MBA preferred.
- Proven financial management experience in an international organization (5+ years) including staff management experience.
- Demonstrated knowledge of grant and contract compliance, with U.S. government agencies preferred.
- Experience in managing donations in environments with multiple sources of financing, or in customer account management (5+ years).
- Effective "roll up the sleeves" work ethic; demonstrated ability to work with a diverse team. Must be solution-oriented, and have strong problem solving and analytical skills.
- Spanish and English fluency required.
- Excellent computer and systems skills required with respect to MS Office applications (advanced skills in MS Excel required) and major financial accounting and reporting software (SAP or equivalent)
- Experience with grants management and grant reporting in a multi-funder environment required.

Interested candidates, who meet the above qualifications, should apply by sending a resume in Spanish and cover letter in English to wclatinamerica@wcs.org and postulaciones@gestiontalento.com with Ref: Business Manager, Andes-Amazon-Orinoco. Please include at least two professional references and your salary expectations.