



JOB DESCRIPTION

Position:	Business Manager, Andes-Amazon Orinoco-Region (AAO)
Reports to:	Regional Director, AAO
Location:	WCS Country Office in the Region (Bolivia, Brazil, Colombia, Ecuador, Peru)
Division:	Global Conservation Program, Americas Program, Andes-Amazon-Orinoco region
Position Type:	Full-time
Internal liaison:	Regional management support team: Regional Controller and Finance team (headquarters and regional), country office Finance Managers, Country Directors.
Expected travel:	Approximately 20% to project sites and field offices in Andes-Amazon-Orinoco Region (Peru, Brazil, Bolivia, Colombia, and Ecuador and to WCS NY headquarters).

The Wildlife Conservation Society (WCS) is an international conservation NGO headquartered at the Bronx Zoo in New York City working to save wildlife and wildlands and to meet global conservation challenges in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities.

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.

Job Summary:

The Andes-Amazon Orinoco Regional Business Manager oversees the budget and finances of the region, and provides direct support to the Regional Director in managing grants and the operations of the Regional Program. This region is comprised of Bolivia, Brazil, Colombia, Ecuador, and Peru country programs, in addition to region-wide engagement on a variety of conservation matters, comprising a portfolio of almost \$12 MM, with a 50 different funding streams.

Major Responsibilities:

- **Financial Management and Planning:** Assess and document the financial health of the Regional Program. Assess overall regional performance. Provide key performance indicators for each country and all multi-country grants for management in the region and headquarters in New York. Work with the relevant team to resolve any issues with finances in the Region. Design business plans for short

and long-term financial plans for each country with detailed variance analysis on prior plans to meet the regional goals.

- **Budget Leadership:** Develop, manage and maintain a comprehensive regional budget and perform periodic budget analyses. 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 designated allocations in consultation with the Regional Director. Review country budget adjustments and budget to actual reports, and ensure regular and timely budget updates.
- **Proposal Review:** Working in coordination with WCS GCP in NY, approval of all proposal budgets from the region, from each of its 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:** Oversee budgeting, reporting, planning, and auditing, ensuring regional grant administration is on track. Provide support to Country Programs in responding to queries raised by NY and donors. Review and approve grant financial reports prepared by Grants Managers prior to submission to NY for signature. Support country programs in understanding WCS grant management processes, systems, tools and, donor compliance requirements. Manage compliance, ensuring all regional/countries activities adhere to WCS guidelines and policies.
- **Operational Management:** Develop, implement, and review operational policies and procedures. Optimize the grant administration process. Identify and address problems and opportunities for the country programs and the region. Ensure all the country program operations are carried out in an appropriate, cost-effective way.
- **People Management:** Work with Regional Director to oversee regional staffing. Oversees high-level HR duties. Recruitment, develop, engage, and retain a high-performing regional business team consisting of grant/finance/administration staff. Assess and build the capacity of country and regional financial staff on financial management, budgeting, grant management and fundraising as required.
- Perform other duties as determined by the Regional Director.

Minimum Requirements:

The person in this position must have strong interpersonal skills and display evidence of good leadership, business partnering, professional judgment, and influencing skills. They must have excellent written and oral communication skills and be comfortable participating both as an effective individual contributor and as a leader and listener in group settings. They must have significant attention to detail, be well organized, self-motivated, resourceful, effective and, efficient at coordinating multiple resources to get things done; 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 studies such as finance, accounting, economics, or business (or similar) required, MBA preferred.
- Proven financial management experience in an international regional organization (5+ years) including staff management, and systems / process development experience.

- Experience with grants management, budgeting, and grant reporting in a multi-funder environment and involving a large funding portfolio required (i.e., experience with US government funding, EU, KfW, GEF, WB, private foundations, or others).
- Spanish and English fluency required. Competency in Portuguese is a plus.
- 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).
- Effective “roll up the sleeves” work ethic. Demonstrated ability to work with diverse, multi-cultural teams. Must be solution-oriented, have strong problem solving and analytical skills, and have the ability to creatively contribute to thinking on regional issues.
- Able to exhibit superb professional judgment in a sometimes ambiguous environment.
- Ability to work on multiple tasks at multiple levels in a fast-paced environment is a necessity.
- Self-motivated and organized with attention to detail.
- Excellent leadership and interpersonal skills, with attention to coaching and mentorship and professional development of finance staff.

Interested candidates who meet the required qualifications, please copy this link to fill out: <https://es.surveymonkey.com/r/WCSRegion>.

Then send your Resume/CV and cover letter in English to talento@focusgh.com with the subject: **Regional Business Manager AAO_** (complete name), including at least two references and salary expectations (monthly base salary in local currency).

Only short-listed candidates will be contacted for interviews.

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WCS is an equal opportunity employer and complies with all labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the selection and hiring process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and looking for future team members who share the same values.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate based on age, color, race, disability, gender identity, national origin, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.