



**World Cocoa Foundation: Finance Manager  
Consultant, Cocoa & Forest Initiative**  
[www.worldcocoafoundation.org](http://www.worldcocoafoundation.org)  
Accra, Ghana / Abidjan, Côte d'Ivoire

**General Description:**

The mission of the World Cocoa Foundation (WCF) is to catalyze public-private action to accelerate cocoa sustainability. WCF champions multi-stakeholder partnerships, aligned public and private investment, policy dialogue, and joint learning and knowledge sharing to achieve transformative change in the cocoa supply chain. WCF's members include cocoa and chocolate manufacturers, processors, supply chain managers, and other companies worldwide, representing more than 80 percent of the global cocoa market. WCF's programs benefit farmers and their communities in cocoa-growing regions of Africa, Southeast Asia, and the Americas. For more information, visit [www.worldcocoafoundation.org](http://www.worldcocoafoundation.org).

**Consultancy Summary:**

The Finance Manager Consultant will provide grant reporting, financial management, and programmatic support for the [Cocoa and Forest Initiative \(CFI\)](#) funding in Côte d'Ivoire and Ghana. Candidates should possess excellent administrative, organizational and financial reporting skills. Experience with grant and project management and financial reporting is a prerequisite and general experience with 501(c)3 organizations, international development organizations, foundations and private sector donors is preferred. Candidates should also possess experience in grant and report writing and proposal development. Detailed-oriented and dynamic persons are strongly preferred. Applicants should be internationally minded with strong interpersonal skills for working daily with team members in the US and in West Africa. English proficiency required; French language skills strongly preferred.

**Consultancy Details:**

This position can be based in Accra, Ghana or Abidjan, Côte d'Ivoire. The Finance Manager consultant will work closely with the Finance and Operations team and the Environment team, particularly with the West Africa Manager. The Finance Manager Consultant will report directly to the Director of Environment (Washington, DC). Applicants must be authorized to work in the country of application. This is a locally recruited position; no expat benefits are provided. This is a full-time consultancy with an immediate start date and will end July 31, 2020. Applications will be reviewed on a rolling basis.

**Specific Responsibilities:**

- Review financial reports from sub-grantees/consultants/contractors and preparation of periodic reporting to CFI grantor, Partnership for Forests (P4F) based on UKAID/DFID funding
- Review/approval of payment requests, oversight of WCF financials (budgeting, burn rate analysis, quality control) with analyst and accountants, assist with the annual audit of WCF
- Review of compliance and financial reporting of sub-grantees and contractors with donor requirements
- Develop cost proposals, and develop detailed and quarterly project budgets using future and historical costs

- Implement procedures for compliance with all grantors' policies
- Provide financial input into new business development
- Assist with other related activities as assigned, including for related programs and initiatives under the environmental pillar of WCF.

***Required Skills & Qualifications:***

- Undergraduate degree in finance, accounting, or related field preferable
- Master's degree in relevant field preferred
- At least 6 years of relevant experience in grant and financial management (preferably for non-profit sector)
- Strong knowledge and experience of international development programs grant reporting requirements and policies
- Strong experience with contract management
- Strong skills in report and grant writing, including competitive cost proposals
- Experience in program coordination, project management, and administrative support
- Analytical abilities, attention to detail, and strength in multi-tasking
- Excellent verbal and written communications skills
- Strong computer skills, especially Excel spreadsheets & QuickBooks
- Ability and interest to work in a fast-paced, small office work environment with international colleagues
- Interest in WCF's mission and program regions and ability to travel to regions, especially West Africa
- English proficiency required; French language skills strongly preferred.

**How to Apply:**

Candidates are requested to upload their **cover letter** describing their suitability and interest in this role and WCF and **résumé** to: <https://worldcocoa.egnyte.com/ul/nb1GTRPbDo>

Please address the letter to "Hiring Manager" and include your name and the position in the title of the file.

Applications will be reviewed on a rolling basis until position is filled. No phone calls please. Only shortlisted candidates will be contacted.