



## JOB DESCRIPTION

# HEAD OF FINANCE AND OPERATIONS, MADAGASCAR



**SAVING SPECIES FROM EXTINCTION | [WWW.DURRELL.ORG](http://WWW.DURRELL.ORG)**

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# JOB PURPOSE

The Head of Finance and Operations will oversee the financial and operational activities of the multiple field programmes in Madagascar, ensuring compliance with Malagasy government regulations, Durrell policies and donor requirements. This role will ensure the financial integrity and effective operational support across all Madagascar programmes.

They will lead on financial operations, administration, logistics, procurement, health and safety and safeguarding. The role will provide strategic oversight in these areas while managing a team of staff responsible for day-to-day delivery. This role will be part of the Madagascar's Senior Management Team, working with the Country Director, fellow SMT members and key senior staff in Durrell HQ to ensure smooth running and delivery of the Madagascar programmes along with strategic development.

**HEAD OF FINANCE AND  
OPERATIONS MADAGASCAR**

**DEPARTEMENT**  
Field Programmes

**CONTRACT**  
Full Time (40 hours per week)

**REPORTS TO**  
Country Director

**LOCATION**  
Antananarivo, Madagascar





# KEY RESPONSIBILITIES

- Oversee all financial operations of the programme, including budgeting, forecasting, financial reporting and internal controls.
- Hold responsibility for the establishment and maintenance of efficient financial and operational systems including internal audits, risk management and use of financial systems and digital tools.
- Oversee the budget process, providing strategic direction and final review of all financial plans. Ensure budgets align with organisational goals, monitor progress, and assess key changes throughout the year.
- Oversee cash management, ensuring timely and accurate funding requests to Durrell HQ and disbursements to field sites. Working in collaboration with Site Managers, to forecast and monitor cash flows to maintain efficient fund management.
- Hold overall responsibility for financial and operational compliance, ensuring adherence to government regulations, external audit requirements, grant-specific audit conditions and best practice.
- Monitor programme and grant expenditures and financial performance, providing regular updates and reports to the Country Director, Durrell HQ and programme teams.
- Participate in the development of funding proposals; providing high-level review and oversight for new grant start-up and close out and support the annual work planning and budgeting processes.
- Provide oversight of general office operations, including administration, logistics, vehicle management, procurement, and ensure permits, visas and registration requirements are in place and complied with.
- In collaboration with the Global Head of Safety, Risk and Safeguarding, provide oversight for all health, safety and risk management across all of Durrell's offices, field sites and field operations within Madagascar ensuring adequate safety and security protocols and services for project staff.
- Ensure that Durrell's operations in Madagascar adhere to Durrell and donor safeguarding requirements, including but not limited to, Sexual Exploitation, Abuse and Harassment (SEAH) and Gender Equality and Social Inclusion (GESI)
- Oversee programme logistics and procurement of goods and services, including procurement specifications, delivery schedules, maintenance of asset registers etc. ensuring that Durrell and donor specific procurement policies are adhered too.
- Oversee all IT requirements and infrastructure across the programme.
- Lead financial and operational capacity building for staff and partners.
- Serve as the primary point of contact for financial and operational matters with the Madagascar government, donors, Durrell HQ and other stakeholders.
- Provide oversight and guidance to finance, procurement, grants and administrative staff.
- Manage team members and provide oversight and guidance to finance, procurement, grants and administrative staff.
- Work with Head of People and Values for any human resources management related aspects (leave requests, hiring process, performance management including conducting performance appraisals, setting objectives and providing regular feedback, etc.)

# KNOWLEDGE, SKILL AND ABILITY

- Master's degree in international development, business administration, finance, or other relevant field required.
- Professionally qualified accountant (i.e ACA, ACCA) or equivalent type of qualification or degree.
- Minimum of 5 years of progressively responsible professional experience in a supervisory role and within a dynamic business, preferably an NGO/Charity with an understanding of financial management within a complex and varied environment.
- Understanding of financial systems with experience in budget preparation and budget/expenditure analysis preferably within a complex and varied environment.
- IT proficiency (MS Office) and ability to learn new computer programmes or systems is essential and knowledge of Business Central and Vision accounting software or similar financial reporting software is highly desirable.
- Comprehensive knowledge of accounting, reporting, taxation and regulatory issues that affect the financial needs of Durrell to ensure the management of the Trust's affairs within Madagascar.
- Dynamic financial business partner with great analytical skills and the ability to present financial information in a clear manner to assist decision making.
- Knowledge of regulations of multiple public donors and bilateral government aid agencies, including UKAID, KfW, GEF, JOA is highly desirable.
- Experience and skills in personnel management conducive to a learning environment.
- Knowledge of shipping and commodity, procurement and office administration/management issues highly desirable.
- An awareness of safeguarding, health and safety and security issues is desirable.
- Able to represent Durrell at senior levels.
- Flexible approach with ability to remain calm under pressure.
- Fluency in English and French.
- Ability to work on one's own initiative, as well as the confidence and initiative to deal with people at all levels.
- Excellent time management and organizational skills.
- Excellent communication skills with friendly and approachable manner.



# BEHAVIOURS AND VALUES

- Passionate about conservation and an understanding of and commitment to Durrell's vision, mission and aims.
- Acts with integrity and with the best interests of the employer at all times.
- Ability to demonstrate initiative and work well under pressure.
- Respectful of the opinions of others and willingness to collaborate.
- Ability to work independently but also works collaboratively with colleagues and partners.
- Demonstrate awareness of and sensitivity to cultural, ethnic, gender and ability issues.
- Works proactively and has a determination to reach targets and excel at tasks.
- Open to adopting creative approaches and problem solving when faced with challenges and limited resources where needed.
- Ability to work autonomously but also works collaboratively with all colleagues across the global organisation.



# INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence  
in animal husbandry,  
research, training and  
education**



**Training future  
conservation practitioners  
and monitoring and  
evaluating conservation  
science which underpins  
all Durrell activities**



**Conservation action  
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.



# OUR VALUES

## PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

## ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

## SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.

