

Finance Officer

Job Title: Finance Officer (FO)

Reports To: Country Finance Manager (CFM)

Department/Group: Finance and Administration

Location: Hanoi

Background

The Wildlife Conservation Society (WCS) is a non-profit, tax-exempt, private organization that saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS has been working to strengthen the commitment and capacity of the Vietnamese government to combat wildlife trafficking since 2006 and have established a well-respected presence in the country, providing support to a range of government agencies. We have generated a wide range of reliable data on a number of related issues and trained over 900 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements and cooperation, national legislation, and have supported bi-lateral dialogues to suppress the wildlife trade and strengthen Vietnam's enforcement response.

Scope of work

The Finance Officer will work as a key member of the Finance and Administration team to provide assistance to WCS Vietnam program on financial and administrative tasks. The Finance Officer is responsible for the following to ensure the program function smoothly and at optimal effectiveness:

Main responsibilities

- Verify the accuracy of accounting and financial documents and records.
- Update and maintain accounting journals, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, account receivables and payables) to ensure accurate and timely performance;
- Monitor expenditures of grants, sub-grants to ensure all expenses are within assigned project budget on a monthly, quarterly and annually basis;
- Perform cash flow, finance analysis, monthly/quarterly/yearly financial report(s);
- Assist in program budgeting, proposal budget preparation and financial management activities.
- Manage cash controls as well as maintain book keeping up-to-date.
- Prepare and manage monthly payroll, including monthly/quarterly/yearly insurances, taxes reports.
- Develop financial and accounting policies, procedures and cost norms
- Ensure fund disbursements are compliance of accounting and finance procedure as well as are respecting national legislation regarding labour rights, taxes, benefits, etc.

- Assist in preparation of internal and/or external audits, prepare audit responses and ensure implementation of accepted recommendations
- Support HR to organize in house training on financial management, contributes to team effort by accomplishing related results as needed
- Perform other tasks as required by Country Finance Manager and/or Country Representative.

Requirement:

- Bachelor's Degree in accounting/Finance or equivalent
- Minimum five (5) years relevant work experience in INGOs or international organizations.
- Computer literacy – Intermediate to advanced MS Excel and accounting software(s).
- Good command of spoken and written English
- High attention to details and preciseness
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty
- Employ problem-solving skills and analysis, and report problems, as necessary
- Strong analytical and accounting skills
- Experience with US government funded projects is a plus
- Sound interpersonal and communication skills, preferable

Schedule and Compensation

Salary grades are commensurate with experience and education. Benefits include private health insurance for staff and dependant(s), a 13th month year and 20 annual-leave days.

How to apply

Interested applicants should send a cover letter, CV with photo, contact details for references to:

Ms. Nguyen Thi Thu My – HR Officer

Wildlife Conservation Society , Room 1302, Thanh Cong Tower, 57 Lang Ha street, Ha Noi.

Email: ntmy@wcs.org

Deadline for Applications: 18th December 2015

Only shortlisted candidates will be contacted