

## **Finance Assistant**

**Job Title:** Finance Assistant (FA)

**Reports To:** Finance Officer

**Contract term:** 4 months (April to July 2017)

**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 Assistant will provide assistance to WCS Vietnam program on financial tasks. The Finance Assistant is responsible for the following to ensure the program function smoothly and at optimal effectiveness:

### **Main responsibilities**

- Assist in filing the financial documents, dividing them into grants' files for audit purpose.
- Help prepare the payment request for transactions.
- Help review 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;
- Provide assistance in preparing the invoice, receipts for the documents of travel, office expenses....
- Assist in preparation of internal and/or external audits.
- Contributes to team effort by accomplishing related results as needed. - Perform other tasks as required by Finance Officer and/or Country Director.

**Requirement:**

- Bachelor's Degree in accounting/Finance or equivalent
- Minimum one (1) year relevant work experience, preferable in INGOs or international organizations.
- Computer literacy – Intermediate MS Excel.
- 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
- Sound interpersonal and communication skills, preferable

**Schedule and Compensation**

Salary grades are commensurate with experience and education.

**How to apply:** Interested applicants should send a cover letter, CV, contact details for references to: Mrs. Nguyen Thi Thu My – HR Officer Wildlife Conservation Society, #3 Thanh Cong street, Ha Noi. Email: [ntmy@wcs.org](mailto:ntmy@wcs.org)

**Deadline for applications:** 12th April 2017 Only shortlisted candidates will be contacted.