

Finance and Payroll Officer**Vacancy #:** 1537**Unit:** TRAFFIC SouthEast Asia**Organization:** TRAFFIC International (TRAFFIC)**Location:** TRAFFIC – Southeast Asia (Vietnam), Hanoi, Viet Nam**Reporting to:** Head of Office - Viet Nam**Work percentage:** 100%**Function group:** -**Expected start date:** 01 May 2017**Type of contract:** Fixed-term (24 months with possibility of renewal)**Closing date:** 17 May 2017**BACKGROUND**

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. It actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is a strategic alliance of the World Wide Fund for Nature (WWF) and International Union for the Conservation of Nature (IUCN).

JOB DESCRIPTION**PURPOSE OF THE JOB:**

The main function of this position is to coordinate the financial operations of the Viet Nam office. This role is responsible for the day-to-day accounting and entering of expenditures, pay-roll administration such as paying salaries and staff contracts. The Finance and pay-roll officer works closely with the project administration officer ensuring a consistent and efficient management of the financial management of the workings of the Viet Nam office. Works as part of the TRAFFIC International team effectively and efficiently cooperating and consulting with colleagues in all offices of the TRAFFIC network.

SUMMARY OF SPECIFIC DUTIES:

- Provide support to day-to-day project accounting operations;

- Prepare, calculate and submit Personal Income Tax, Health and Social Insurance for submission to the government;
- Prepare all labour contracts and consultant contracts in compliance to the Vietnamese labour laws;
- Assist in ensuring that all staff follows financial policies and procedures;
- Provide support to the project admin officer to jointly ensure that all expenses made are reasonable; accurate and in compliance with cost principles procedures of the program as well as donor; all expenses are verified in the validity and accuracy of reliable, reasonable and approved by a designated person before payment;
- Ensure all operational expenses are covered and paid on time;
- Responsible for preparing vouchers and recording the transactions into the accounting system in the right period and ensuring documentation is updated;
- Responsible for ensuring all financial supporting documents attached to payment are accurate and in compliance with policies and procedures and in-line with approved budget;
- Entering accurate records of all payment transactions input to accounting software (Sage 300);
- Prepare the office financial reports and assist in preparing the project financial reports for donors for final endorsement by the Head of Office;
- Reconcile the monthly balance sheet and accounts to ensure that advances and balances are in line with the clearance plan;
- Co-ordinating financial audits in consultation with the Project Administration Officer and Head Office;
- Monitoring cash flow, managing petty cash and bank accounts;
- Responsible for ensuring compliance with TRAFFIC standard practices, per the TRAFFIC Financial Policy and Procedures Manual (FPPM) and other policies.
- Contributes to team objectives by accomplishing accounting tasks as assigned;
- Reviewing and advising on the terms of donor contracts and agreements;

- Organising any necessary project funding agreements or sub-contracts, including those for consultants, and ensuring the timely transfer of funds to TRAFFIC offices;
- Co-ordinating with program and finance staff in Viet Nam, SEA and wider network on day-to-day accounting
- Consult with the regional Senior Operations Manager in Malaysia and the Global HR Manager in the UK on HR issues.
- Provide input in the development of proposal project budgets with the Project Administration Officer
- Maintaining and movement of all hard-copies to cloud-based storage (and ensure separate back-up copies)
- Cooperate and consult with project administrator to (re)allocate activity funding and monitor, forecast burn-rates and monitor progress on spending.
- Assisting the Head of Office on financial and pay-roll and HR queries.
- All other duties as required by the Head of Office or senior managers of TRAFFIC.

REQUIREMENTS

- Certified in financial management or accounting
- Have 10 years plus experience in financial management, accounting and pay-roll administration.
- Demonstrated financial and accounting skills
- have a sound knowledge of MS Office software use, especially Excel and Access
- have excellent interpersonal skills and have strong organisational ability
- be a good team player but also willing to work on own initiative
- hold a keen interest in environmental and financial issues
- fluency in written and spoken English and Vietnamese required.
- Other necessary traits: A can-do attitude taker; Lateral and creative thinker; Integrity and supportive; Flexible; Team worker; Accountable.
- Eligible to live and work in Viet Nam

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "**Apply**" button.

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>