

JOB DESCRIPTION

Position title:	Finance Assistant, WWF Greater Mekong
Reports to:	Finance Director, WWF Greater Mekong
Supervises:	N/A
Location:	Hanoi, Vietnam
Date:	Jul 2017

I. Background:

WWF-Greater Mekong (WWF-GM) – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region’s biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong since 1980s. WWF-GM works with government, industry and civil society partners to ensure that, as the region develops, it doesn’t squander the natural riches that so many depend on and that drive the region’s economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at www.panda.org/greatermekong.

II. Major Functions:

The Finance Assistant, WWF-GM is responsible for the full spectrum of the accounting process of WWF-GM Programme Office including the consolidation from all country offices and at the regional itself. He/she is also responsible for the quarterly consolidation reports to WWF International and financial reports to donors for regional projects. He/she assists the regional Finance Director, WWF-GM in ensuring the compliance of finance and accounting systems, policies and procedures from WWF-GM, WWF International and WWF donors.

III. Major Duties and Responsibilities:

- Maintain, monitoring in-coming and out-going contracts list (donors, consultancy/partnership, grants) and follow up for invoice and payment
- Prepare and ensure all cash and bank payments, and related transactions are operated in compliance with WWF-GM procedures
- Responsible for recording data in accounting system (Oracle Light with proper Budget line, GL code and WWF-GM accounting principles)
- Maintain a filing system of all contracts, vouchers and supporting documents properly
- Reconcile BS accounts on a monthly basic (incl. bank and cash accounts, advance, and PIT declaration, etc.)
- Work closely with Finance Functions from all country offices in Cambodia, Laos, Thailand, Vietnam and Myanmar to support for Inter-office invoices and AR-AP reconciliation
- Update carbon records and monitor climate friendly portal
- Provide backstopping service on Oracle Light technical related matters and support to the maintenance of day-to-day control of all accounting systems
- Assist in production of financial information about financial status and performance
- Manage the monthly timesheet of regional staff for project cost allocation in a timely and exactly manner
- Prepare periodically reports on fixed assets
- Provide support to the annual internal and external audits and ensure all documents related are ready and compliance for the audit
- Establish and maintain effective formal and informal links with suppliers, service providers, banks, agencies to ensure that the organization is providing the appropriate range and quality of services
- Project finance management
- Perform other tasks as assigned

IV. Profile:

Required Qualifications

- Bachelor's degree in Finance and Accounting or in relevant fields
- 1-3 years of working experience in Finance and Accounting management
- Experience in monitoring and maintaining finance and accounting systems, policies and procedures, preferably in the context of an international organization.
- Knowledge of international finance and accounting practices in countries in Greater Mekong Region
- Basic knowledge of environmental and conservation issues in Greater Mekong Region is an advantage;

Required Skills and Competencies

- Accounting and Financial management
- Proficiency in MS office and accounting software. Knowledge of Oracle Accounting Tool would be an advantage
- Planning, organization, time management, facilitation and coordination
- Presentation, communications, interpersonal and teamwork
- Organisational awareness and service orientation
- Working under pressure, towards tight deadline and working overtime when required
- Working on own initiative with minimum supervision and staying on task
- Strong oral and written communication skills in Vietnamese and English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively;

V. Working Relationships:

Internal: Work closely with finance teams of regional and country offices. Interact on a regular basis with and support WWF-GM staff. Coordinate and interact with WWF-INT when required

External: Interact regularly with bank, external auditors when required. Engage with other organizations on finance systems and practices for learning and sharing.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____ Date: _____

Accepted by staff member: _____ Date: _____