

## JOB ADVERT

<b>Position:</b>	Finance and Administration Assistant
<b>Reports to:</b>	Head of Finance and Administration
<b>Location:</b>	Ha Noi
<b>Team/Division:</b>	Finance and Administration
<b>Position Type:</b>	Full-time

**Organization Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. In Viet Nam, 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 nearly 1,200 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 Viet Nam's enforcement response. WCS's wildlife health expertise has been leveraged in Viet Nam to address core conservation issues, like wildlife trade, through collaborative research, training, and policy development.

**Job Summary:**

The Finance and Administration (F&A) Assistant will work as a key member of the F&A team to provide assistance to the WCS Vietnam program and the regional Vietnam- based team on financial and administrative tasks. The F&A Assistant supports other functions to work smoothly and at optimal effectiveness.

**Responsibilities:****A. *Finance support***

1. Verifies the accuracy of financial documents and records
2. Prepares all bank/cash payments, vouchers and journals that reflect daily transactions
3. Stamps and files all approved vouchers and journals of the office. Maintains proper financial filling system
4. Completes bank reconciliation by the 10<sup>th</sup> day of following month
5. Support the process of quarterly accounts reconciliation and annual personal income tax finalization

6. Supports the process of internal and/or external audits; follows up with audit recommendations implementation
7. Reviews and updates financial templates. Proposes and updates for change in finance policies and cost norms

***B. Administration support***

8. Involves in procurement process: review the proposal for procurement to ensure it is in line with the policies and procedures and within approved budget
9. Be responsible for IT support arrangement in the office
10. Updates and checks the office inventories list (twice per year)
11. Prepares and follows up with the claims and payments of Union fund
12. Involves in logistic arrangement for office and staff meeting

***C. Support to the Regional Hub***

13. Reviews the financial documents from Regional Hub's staff
14. Prepares all claims with provided coding and gets approval before sending to New York for process
15. Supports and follows up other logistic arrangements as requested

***D. Others***

16. Acts as receptionist in the absence of Admin Officer
17. Performs other tasks as assigned by the Line Manager

**Minimum Requirements:**

- Minimum bachelor/college degree in Accounting and Finance or equivalent
- Minimum 2 years' relevant work experience in similar position
- Language: English and Vietnamese language is essential to effective performance in this position
- Computer literacy – Intermediate to advanced MS Excel and accounting software(s)

**Preferred Requirements:**

- Work experience in INGOs or international organizations
- Experience with EU, US government funded projects

**Required Competencies**

- Time management
- Communication
- Accountability
- Compliance and Accuracy
- Detail and Result orientation
- Team building

**Application Process:**

Interested candidates, who meet the above qualifications should apply by online via this link <https://goo.gl/forms/CYmmpbw1zX6CMaCl2> latest **by 17:30 of 10 September, 2018**.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated

to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.

***Please note that only short listed candidates will be contacted for interview.***