JOB DESCRIPTION

Position title: Finance Officer (Hue/Quang Tri), USAID Biodiversity Conservation
Reports to: Field Finance Manager, USAID Biodiversity Conservation
Technically report to: N/A
Duration: November 2023 – June 2024
Location: Hue, Vietnam

I. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at http://vietnam.panda.org/. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

While Vietnam is recognized as one of the world’s most biodiverse countries, decades of illegal logging, wildlife trade and agricultural conversion have led to staggering losses of natural forest and wildlife, with some species on the edge of extinction. Beyond these losses, forest crimes undermine the rule of law and sustain poverty of vulnerable minority communities, endanger vital ecosystem services and tarnish Vietnam’s global reputation. Additional investment is critical to secure remaining strongholds of intact forest and wildlife populations in Special-use Forests (SUF) and Protection Forest (PF), which form the backbone of Vietnam’s protected forest system, and these interventions must be rooted in the local context and address threats in an integrated and holistic way if they are to be successful.

The “USAID Biodiversity Conservation” is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Quang Binh, Quang Tri, TT Hue, Quang Nam, and Lam Dong). The program targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species. The strategic approaches (SA) of the program include:

- SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
- SA2: Strengthen Management of Special-use and Protection Forests
- SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
- SA4: Reduce Local Demand Through Behavior Change Methodologies

II. Major Functions

Under the supervision of the Field Finance Manager, the Finance Officer provides administrative support and finance management for the USAID Biodiversity Conservation activities in Hue/Quang Tri province for monitoring and maintaining project-related records, including project contracts/ consultant/ grants/ service contract, activity plan and ensuring that all related supporting document are collected and paid accordingly.

III. Major Duties and Responsibilities

1. Payments
   - Process all payments for project activities managed in Hue/Quang Tri office in a timely manner in accordance with WWF policies & procedures and in compliance with USAID rules and regulations.
     - Check AP/PR, invoices, receipts, documents to ensure correctness, accuracy and compliance with WWF policies and procedures, compliance with project/core budget lines.
     - Prepare payment vouchers regarding payments for the project activities in the province ensuring high quality, accuracy, and consistency of work in project implementation.
     - Record those invoices/receipts/claims in Oracle Light as AP User
   - Assist Field Finance Manager in reviewing and monitoring monthly expenditures, based on work plans and budgets, ensure the figures are exact and correctly charged to the appropriate task code number and budget line.
   - Maintain a system (in hard copy and soft copy) to keep track of activities expenses.

2. VAT Accounting
• Responsible for managing and filing VAT invoices of WWF - BCA to ensure compliance of VAT rules to facilitate VAT claims of WWF Viet Nam
• Make sure VAT reconciliation is done in a timely manner.

3. Contracts & agreements
• Review consultancy contracts, review & manage all other contracts/agreements issued by Hue/Quang Tri Office under the Biodiversity Conservation program (BCA).
• Ensure that all parties understand the requirements of the issued agreements.
• Maintains financial records for all agreements under the BCA project issued by Hue/Quang Tri Office.

4. Audit Preparation and Facilitation
• Support team to prepare for annual internal and external audits when required.

5. Any other duties
• Provide support Hue/Quang Tri on financial related issues. Provide technical support to project staff to help them understand WWF and USAID policies and procedures when required.
• Any other duties in relation to the above as assigned by supervisor.

IV. Profile:

Required Qualifications and Experience
• Bachelor’s degree in one of the following fields: Accounting, Business Administration, Finance
• At least two years of relevant work experience in finance and accounting.
• Experience on other international development projects. Experience with USAID-funded projects is highly desirable.
• Familiarity with USAID Rules & Regulations on Contract Management and Grants Management would be an asset.
• Good knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures.
• A good command of basic applications such as MS Word and Excel as well as accounting software. Experience with the Oracle accounting system would be an advantage.
• Basic knowledge of environmental and conservation issues in Viet Nam is an advantage.

Required Skills and Competencies
• Can-do attitude and result-oriented communication mind-set.
• Individual and teamwork ability.
• High attention to details.
• Responsible and careful in work.
• Strong service orientation.
• Organizing/ planning, time management, negotiation, and problem-solving skills.
• Demonstrated ability to communicate effectively in English, both verbally and in writing.
• Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
• Identify and align with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
• Adheres to WWF’s brand values: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal - Interact on a regular basis with the BCA Finance Team, Field Finance Manager, Finance Manager, Grant Management Specialist, relevant Component Leaders, Project Finance Unit of WWF Vietnam. Coordinate and consult with related program focal points.

External - Interact regularly with partners, sub-grantees, consultants, and field offices as required in fulfilment of duties.

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.