



WWF *for a living planet*

JOB DESCRIPTION

Position title: Field Project Finance Officer, Central Annamites
Reports to: Field Finance Coordinator, Central Annamites
Supervises: Not Applicable
Location: Thừa Thiên Huế
Date: February 2021

I. Mission of the Unit: The Project Finance Unit serves the PO as the vital link between programmes, donors, and operations. In doing so it facilitates the flow of funds, provides financial management, and applies operational expertise for the effective coordination of projects. Most importantly, the Unit ensures accountability towards donors.

II. Major Functions: Responsible for the financial monitoring, planning, and financial overview of WWF projects and programmes ensuring approved policies, procedures and Network and Donors Standards are adhered to with the aim to increase operational efficiencies and effectiveness.

III. Major Duties and Responsibilities:

- Provide support to CA, Field Finance Coordinator (FFC) and Project Managers in the development, review and monitor 3rd party contracts & partner contracts / consultant contract and other procurement. Alert concerned Project Managers, FFC any problems or issues.
- Provide technical support to other staffs/partners to help them understand WWF administration systems, policies and procedures when required
- Check, review all related vouchers, invoices, receipts, documents to ensure correctness, accuracy and compliance with policies and procedures. Enter those invoices/receipts in Oracle Light
- Provide support to day-to-day operation of accounting transactions and in administration of the function.
- Prepare and process orders, invoices, requests, manuals and contract payments.
- Prepare ADI for related transactions in charge.
- Maintain accurate records of all transactions, data input to OL with proper budget line and filing of hard copies of related transactions
- Assist in collecting outstanding accounts receivable
- Responsible for updating contracts monitoring records
- Provide support for required month end tasks
- Provide back-stopping service to other filed project finance staffs when required
- Provide back-stopping service to the FFC when required
- Discuss with FFC, for any training needs on administration system, finance policies and procedures for staff

IV. Profile:

- Required Qualifications and Experience
- University degree in an appropriate subject (business, finance, economics, or accounting).
- Minimum five years of financial, project management, and/or accounting experience within an international organization with complex donor requirements or multinational company. Experience working with WWF will be an advantage

V. Required Skills and Competencies

- Developed financial management/accounting skills are essential.
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- Able to work with multiple demands.
- Experience of working in a multicultural environment.
- Self-starter with strong organizational skills and adaptive planning skills.
- Excellent interpersonal skills.
- Advanced IT skills, particularly knowledge of Microsoft Office software. Oracle ERP experience would also be a strong asset;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined, Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building, working relationships; Communicate effectively;

VI. Working Relationships:

Internal - Programme Managers, and Project Managers. Frequent contacts with Finance, Human Resources and Compliance (if any) are also necessary.

External - partners, consultants and field offices and other stakeholder 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.