



**WWF** for a living planet®

## JOB DESCRIPTION

<b>Position Title:</b>	Finance Officer, USAID Biodiversity Conservation
<b>Direct reports to:</b>	Finance Manager, USAID Biodiversity Conservation
<b>Directly supervises:</b>	N/A
<b>Duration:</b>	October 2021 – June 2025
<b>Location:</b>	Hanoi City, 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.

The “USAID Biodiversity Conservation” activity is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The program targets special use forests and 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.

### II. Major Functions:

The position will be responsible for processing project payments, VAT administration, financial monitoring of Ha Tinh, Ninh Binh, Ha Noi to comply with all the requirements of the donor and WWF policies.

### III. Major Duties and Responsibilities:

The Finance Officer’s key roles and responsibilities include but are not limited to the following:

#### 1. Financial management for Ha Tinh, Ninh Binh and Ha Noi

- Responsible for operational and financial administration of assigned locations. Identifies and communicates major gaps and recommends best working solutions. Ensure the implementation of WWF and USAID standards and best practices.
- Check invoices, receipts, documents to ensure correctness, accuracy and compliance with WWF and USAID policies and procedures, and compliance with project/core budget lines.
- Enter invoices/receipts into Oracle Light as Account Payable user including any necessary adjustments.
- Responsible for uploading Application Desktop Integrator and journal adjustments for assigned projects into Oracle Light.
- Ensures all payments for assigned locations are reviewed and processed in a timely manner in accordance with WWF policies & procedures and in compliance with USAID rules and regulations (this includes but not limited to procurement, cost norms, authorized signatories, international control, bank & cash management).
- Reconcile and adjust expenditures/entries (if any) for Finance Manager review and approval.
- Support Finance Manager in creating/adjusting accounting system.
- Regularly review financial management of assigned locations, train field staff and participate in Finance workshops if required.
- Assist Finance Manager in providing orientation to staff in assigned locations to help them understand WWF and USAID administration systems, policies and procedures when required.
- Assist Finance Manager in external and internal audit.
- Any other duties in relation to the above as assigned by the Supervisor.

## 2. VAT Accounting, Claim and Reimbursement Procedures

- Responsible for recording and filing VAT invoices of BCA project to ensure compliance of VAT rules to facilitate VAT claims of WWF Viet Nam and USAID.
- Timely submission of VAT claims
- Make sure VAT reconciliation are done in timely manner
- Alert Finance Manager about non-refunded invoices of WWF and Partners and prepare necessary supporting documents as required.
- Any other duties in relation to the above as assigned by the Supervisor.

## 3. Back-up service for Grant management (if necessary)

### ***Financial Management of Sub-grantees/Partners:***

- Prepare grants' agreements, and ensure required documentation completion as per the agreement and ensure diligent follow-up on grant reports.
- Review grant applications to ensure they match the program's objectives and are in line with WWF's Grants Management Guideline and USAID requirements.
- Conduct pre-award audits of possible grantee organizations, in addition to audits during implementation and at close-out, as needed and in consultation with the project Finance Manager and the Finance Director of WWF Viet Nam.
- Monitor grantees to ensure they implement and administer grants according to the signed grant agreement and USAID regulations; monitor the projected expenditure against their actual spend; and display these parameters on dashboard for the reviewing of COP and Finance Manager.
- Monitor technical implementation of grants to ensure timely progress and according to submitted technical reports, proposed strategy and work plans.
- Be the focal point for finance, procurement & admin related matters for all sub-grantees/partners of the project.
- Perform all other relevant duties that may be required to ensure the overall efficient implementation of the USAID project activities.

### ***Reporting – Grants Budget:***

- Provide monthly financial reports (excel file and dashboard) on grants budget to the project Finance Manager and Chief of Party (COP) (i.e. expenditure reports by grantees (burn rates vs obligations, burn rates vs budget).
- Prepare other ad-hoc reports as required by the Finance Manager, COP or Head of Finance.
- Enter all transactions in Oracle Light as Account Payable user and ready for Finance Manager's approval.
- Responsible for necessary reconciliation and adjustment (if any) for Finance Manager review and approval.

### ***Policy development and Capacity building:***

- Develop a Grants Management Guideline for the project, and ensure it follow USAID rules and regulations and update as needed.
- Conduct periodical meetings with finance staff of sub-grantees/partners to review the program burn rates, discuss challenges encountered and agree on solutions.
- Conduct training for project staff and sub-awardees on financial management, compliance, rules and regulations.
- Any other duties assigned by the Finance Manager, COP or his/her designee.

## IV. Profile:

### **Required Qualifications**

- Bachelor's degree in business administration, accounting or finance. A Master's degree and/or a recognized accounting/procurement qualification would be a plus.
- Minimum 5 years of financial, project management, and/or accounting experience within an international organization with complex donor requirements or multinational company.
- Familiarity with USAID Rules & Regulations on Contract Management and Grants Management policies and procedures would be an asset.
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures

### **Required Skills and Competencies**

- Good communication skills, coupled with diplomacy, numeracy, and business acumen are essential.
- Proven interpersonal and people-management skills
- Demonstrated ability to communicate effectively in English, both verbally and in writing
- Proven experience of designing business processes, setting standards, or establishing operating policies and procedures is desirable, preferably in a project or program management context.
- Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
- Strong service orientation.
- Experience of working in a multicultural environment.
- An interest in conservation.
- Strong financial skills, as well as a well-organized approach to work are necessary, legal skills in contract development would be an advantage.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

### **V. Working Relationships:**

**Internal:** Interact on a regular basis with Finance Manager, Field Finance Manager, Grant and Contract Specialist, Procurement officer relevant Component Leaders, Project Finance Unit of WWF Vietnam. Coordinate and consult with related program focal points.

**External:** Interacts with donors, 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.*