



## JOB DESCRIPTION

<b>Position title:</b>	Accounting and Procurement Assistant
<b>Report to:</b>	Financial Accountant & Senior Procurement Specialist
<b>Supervises:</b>	N/A
<b>Location:</b>	Hanoi, Vietnam
<b>Date:</b>	December 2020

### 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

### II. Mission of the Department:

To ensure the effective management and control of finances through timely and accurate financial reporting; to ensure compliance with Swiss GAAP requirements and provide support to the Head of Finance.

### III. Major Functions:

Ensuring compliance with WWF GM and donors' policies & procedures. Effecting payments via e-banking software. Responsible for AR-AP interco accounts. Maintaining/updating authorized signatories and bank mandates.

### IV. Major Duties and Responsibilities:

#### Accounting:

- Be prime contact for banking matters:
  - Opening/closing bank accounts (including those at field offices)
  - Timely register/update of users record and maintain it for auditing purpose
  - Act as local helpdesk support to all Citidirect Users in all offices of WWF-VN (including writing local user guideline as required)
  - Maintain & Update specimen signatures for both Vietnam and GM Hub
- Be responsible for making bank payment transactions and related inquires if any; addressing payment transfer problems (if any) in coordination with the banks.
- Be responsible for monthly bank reconciliations for all bank accounts (both Vietnam and GM Hub).
- Be responsible for the processing of AR-AP Interco transactions among Vietnam and the other COs within the GM Region
- Perform assigned tasks of CE super user, GL user in Oracle (for Vietnam and GM Hub) and Interco user (for Vietnam)
- Provide support for internal and external audits when required.
- Responsible for filing AP and GL vouchers and reconcile hard copies with OL records.
- Review to make sure sufficient documentation in place (Bank advice, missing signature)
- Support Head of Finance in conducting periodical e-banking audits of ALL accounts.
- Other duties as requested by Line Managers

## **Procurement:**

- Responsible for updating/maintaining Purchase Requisition tracking database
- Maintains procurement records and files in good order for internal control/auditing purpose.
- Creates and maintains vendors/consultants database, to include information on pricing, conditions of offer, payment conditions and schedules..etc.
- Assists the Procurement Specialist in the bidding process including preparing bidding documents in accordance with WWF/Donors procurement policy, bid announcement, bid opening, drafting bid evaluation report.

## **V. Profile:**

### **Required Qualifications and Experience**

- A Bachelor degree in Finance, Accounting or Business Administration
- Qualified Accounting Professional (CPA, ACCA) would be an advantage
- A minimum of three years' experience in finance, administration, procurement in a multi-cultural environment.

### **Required Skills and Competencies**

- Excellent interpersonal and communications skills are required to work in an organisation with a wide range of staff from difference cultures and functions;
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical, constructive way;
- The position demands flexibility, initiative, attention to detail, strong organisational skills;
- Excellent proficiency in English.
- Excellent computer skills: ERP accounting software, spreadsheets, graphs, word processing, MS Excel, Macro. Knowledge of Oracle Financials would be a strong advantage;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

## **VI. Working Relationships:**

- **Internal** - All staff within WWF Vietnam, GM Hub, Finance staff at WWF International and Country Offices.
- **External** - Suppliers, Auditors, Consultants and field offices in Vietnam.

*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.*