

## JOB DESCRIPTION

<b>Position Title:</b>	Finance Officer (Quang Nam), USAID-Viet Nam Biodiversity Conservation program
<b>Direct reports to:</b>	Senior Finance Officer (Hue/Quang Tri), USAID-Viet Nam Biodiversity Conservation program
<b>Directly supervises:</b>	N/A
<b>Technically supervises:</b>	N/A
<b>Duration:</b>	February 2021 – June 2025
<b>Location:</b>	Quang Nam, 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 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.

### II. Major Functions:

Under the direct supervision of the Senior Finance Officer for Hue/Quang Tri of the Biodiversity Conservation project (BCA), the Finance Officer is responsible for processing project payments, VAT administration, financial monitoring of sub grantees of the BCA Program and the compliance of sub-grantees and consultants 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. Payments

- Process all payments for project activities managed in Quang Nam office in a timely manner in accordance with WWF policies & procedures and in compliance with USAID rules and regulations.
  - Check invoices, receipts, documents to ensure correctness, accuracy and compliance with WWF policies and procedures, compliance with project/core budget lines.
  - Enter those invoices/receipts in Oracle Light as AP User
  - Review timesheets for staff
- Prepare ADI file for required transactions of the BCA project (bank charges, airfare, CO2...etc.) for uploading to Oracle Light

#### 2. VAT Accounting, Claim and Reimbursement Procedures

- Responsible for recording and filing VAT invoices of WWF and BCA partners to ensure compliance of VAT rules to facilitate VAT claims of WWF Viet Nam and Partner organization
- Timely submission of VAT claims
- Make sure VAT reconciliation are done in timely manner
- Taking necessary action for non-refunded invoices of WWF and Partners in coordination with Senior Finance Officer (Hue/Quang Tri) and the BCA Finance Manager. In addition, be responsible to complete the same procedure for sub-agreements VAT invoices.

#### 3. Consultancies, Grants and other Major Agreements

- Manage all consultant contracts and grants issued from Quang Nam office under the Biodiversity Conservation program (BCA);
- Ensure that all parties understand the requirements of the issued agreements.
- Maintains financial records and keeps records for all agreements under the BCA project issued by Quang Nam office.

#### **4. Financial Verification/Monitoring of Partner Organization/Grantees**

- Conduct regular financial and compliance monitoring visits to the BCA partners' office to ensure that their financial and administrative procedures are in compliance with USAID and WWF procedures, for the effective implementation of program.
- Working closely with Finance and Contract team to support for the periodic verification of financial progress as well as required documents of grantees in the managed project areas. Assurance of financial compliance needs to be taken in consideration while performing the verification of financial status.

#### **5. Procurement and payment process of the BCA project**

- Undertakes procurement for the BCA project in Quang Nam. Responsible for checking bills, compiling required supporting documentation of BCA related financial transactions for payment and settlement processes to ensure correctness and compliance as per WWF Viet Nam Policy and USAID rules and regulations.

#### **6. Provides Administrative support for the BCA project**

- Provides support in preparing documents for USAID Vehicle Renewal process and Insurance process for timely Renewal process.

#### **7. Audit Preparation and Facilitation**

- Assists the finance unit in ensuring that all sub-grantee audits are performed in a timely fashion using GAAP approved auditors.

#### **8. Any other duties**

- Provide administrative support to BCA project's staff in Quang Nam when required
- Any other duties in relation to the above as assigned by the Supervisor.

### **IV. Profile:**

#### **Required Qualifications**

- Bachelor's degree in business administration, accounting or finance.
- Minimum 3 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.
- Demonstrates WWF behaviors in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

**V. Working Relationships:**

**Internal:** Interact on a regular basis with the BCA Senior Finance Officer (Hue/Quang Tri), Finance Manager, Grant Management Specialist, 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.*