

JOB DESCRIPTION

Position title: Project Finance Assistant, WWF-Vietnam
Reports to: Project Finance Officer, WWF-Vietnam
Supervises: N/A
Location: Ha Noi, Vietnam
Date: October 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.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

II. Major Functions:

The Project Finance Assistant is accountable 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:

- Provide support to Project Finance Manager, Project Finance Officers and Project Managers in the development, review and monitor 3rd party contracts & partner contracts. Alert concerned Project Managers, PFOs and PF Manager any problems or issues.
- Provide technical support to staff 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
- Prepares and processes orders, invoices, requests, manuals and contract payments.
- Prepares 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
- Discuss with PFOs, PFU any training needs on administration system, finance policies and procedures for staff
- Responsible for ensuring compliance of WWF standard practices

IV. Profile:

Required Qualifications

- Bachelor's degree in Finance and Accounting, business administration, business management or relevant fields
- 2 years of practical experience in administration, Accountant, Finance Assistant or Bookkeeper, 1 year of which should be in international organization
- Experience in developing administration, finance and accounting systems, policies and procedures is an advantage
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage
- Knowledge of local finance and accounting system, standards and practices
- Good understanding of normal practices in non-profit organizations

- Basic knowledge of international finance and accounting standards is an advantage
- Good knowledge of all office systems

Required Skills and Competencies

- Competency in Microsoft applications including Word, Excel and Outlook. Knowledge of Oracle accounting system is an advantage
- Networking, teamwork and interpersonal skills
- Organizational, verbal and written communication skills a must.
- Planning, organization, time management, and coordination
- Organisational awareness and service orientation
- Good at written and spoken English
- Demonstrates WWF behaviours 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;

V. Working Relationships:

Internal: Works closely with finance and accounting team in the country. Engages with and support project staff. Works and engages with and support all WWF-Vietnam staff

External: Interacts regularly with project counterparts, partners, banks, tax agents, external auditors, consultants, suppliers, and other related local authorised

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.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: