

## JOB DESCRIPTION

<b>Position title:</b>	Finance Assistant (Ha Noi), USAID Biodiversity Conservation
<b>Reports to:</b>	Project Finance Manager, USAID Biodiversity Conservation
<b>Technically report to:</b>	N/A
<b>Duration:</b>	January 2023 – June 2025
<b>Location:</b>	Ha Noi, 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.

While Vietnam is recognized as one of the world's most biodiverse countries, decades of illegal logging, wildlife trade and agricultural conversion have led to staggering losses of natural forest and wildlife, with some species on the edge of extinction. Beyond these losses, forest crimes undermine the rule of law and sustain poverty of vulnerable minority communities, endanger vital ecosystem services and tarnish Vietnam's global reputation. Additional investment is critical to secure remaining strongholds of intact forest and wildlife populations in Special-use Forests (SUF) and Protection Forest (PF), which form the backbone of Vietnam's protected forest system, and these interventions must be rooted in the local context and address threats in an integrated and holistic way if they are to be successful.

The "USAID Biodiversity Conservation" is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Quang Binh, Quang Tri, TT Hue, Quang Nam and Lam Dong) and Cat Tien, Vu Quang and Cuc Phuong National Parks. 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. The main strategic approaches (SAs) of the program include:

- SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
- SA2: Strengthen Management of Special-use and Protection Forests
- SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
- SA4: Reduce Local Demand Through Behavior Change Methodologies

### II. Major Functions

Under the supervision of the BCA Finance Manager, the Finance Assistant provides administrative support to finance team for the USAID Biodiversity Conservation activities in Ha Noi for monitoring and maintaining project-related records and ensuring that all related supporting document are collected and paid accordingly.

### III. Major Duties and Responsibilities

#### 1. Payments

- Review all payments of BCA Ha Noi 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. Alert Project Finance Manager, Project Finance Officer any problem or issues.
  - Prepare payment vouchers regarding to payments with proper budget line and activity code, key related invoices into Oracle Light (if required, under supervision of Project Finance Officer).
- Provide technical support to BCA Staff to help them understand WWF and USAID administrative system, policies and procedures when required.
- Pass the documents to/from the accounting department for payment process; create logbook to keep track of documents exchange between core vs BCA teams;

## 2. VAT and PIT Accounting

- Prepare List of VAT invoices daily;
- Prepare PIT listing monthly;
- Under the guidance of Project Finance Manager and Project Finance Officer, make sure VAT and PIT reconciliation are done in timely manner.

## 3. Audit Preparation and Facilitation

- Support team to prepare for annual internal and external audits when required.

## 4. Other administrative work related to finance and procurement

- Make the exclusion checks for suppliers and consultants by using Bridger software;
- Calculate the carbon emissions from air travel;
- Upload documents for signing via the DocuSign app;
- Drafting P/O, contracts upon request;
- Update the outgoing contracts list (actual payments, signing date, amendment date, bridger check date, staff-in-charge);
- Support in data collection on potential suppliers/consultants and specifications of product when required
- Arrange necessary meetings/interviewing with consultants and EP members when required
- Maintain the filing system of finance and procurement documents;
- Photocopy, scan and translate the financial documents when required;
- Any other duties assigned by the Project Finance Manager, COP or his/her designee.

## IV. Profile:

### Required Qualifications and Experience

- Bachelor's degree in one of the following fields: Accounting, Business Administration, Finance, Audit or relevant fields.
- At least two year of relevant work experience in finance and accounting.
- Experience on other international development projects, experience with USAID-funded projects is highly desirable.
- Familiarity with USAID Rules & Regulations on Contract Management and Grants Management would be an asset.
- Good knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures.
- A good command of basic applications such as MS Word, Excel as well as accounting software. Experience with Oracle accounting system would be an advantage.
- Basic knowledge of environmental and conservation issues in Viet Nam is an advantage.

### Required Skills and Competencies

- Can-do attitude and result-oriented communication mind-set.
- Individual and teamwork ability.
- High attention to details.
- Responsible and careful in work.
- Organizing/ planning, time management, negotiation, and problem-solving skills.
- Demonstrated ability to communicate in English, both verbally and in writing.
- Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
- 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 the BCA Finance Team, Finance Manager, Grant Management Specialist, relevant Component Leaders, Project Finance Unit of WWF-Viet Nam. Coordinate and consult with related program focal points.

**External** - Interact regularly with partners, consultants, suppliers, 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*