

JOB DESCRIPTION

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| Position title: | Finance Assistant (Lam Dong & Cat Tien), USAID Biodiversity Conservation |
| Reports to: | Field Finance Manager, USAID Biodiversity Conservation |
| Technically report to: | N/A |
| Duration: | January 2023 – June 2025 |
| Location: | Lam Dong, 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). 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 strategic approaches (SA) 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 Field Finance Manager, the Finance Assistant provides finance management for the USAID Biodiversity Conservation activities in Lam Dong & Cat Tien 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

1. Payments

- Review all payments for project activities managed in Lam Dong office in a timely manner in accordance with WWF policies & procedures and in compliance with USAID rules and regulations.
 - Check AP/PR, invoices, receipts, documents to ensure correctness, accuracy and compliance with WWF policies and procedures, compliance with project/core budget lines.
 - Prepare payment vouchers regarding to payments for the project activities in the province and record into Oracle Light ensuring high quality, accuracy, and consistency of work in project implementation
- Assist to prepare ADI file for required transactions of the BCA project (bank charges, accruals, airfare, CO2...etc.) for uploading to Oracle Light
- Assist Field Finance Manager in reviewing and monitoring monthly expenditures in Lam Dong and Cat Tien, based on work plans and budgets, ensure the figures are exact and correctly charged to the appropriate task code number and budget line.
- Back up for processing the payment orders in the internet banking.

- Maintain a system (in hard copy and soft copy) to keep track activities expenses & payment status.
- Provide support Lam Dong office/Cat Tien NP on financial related issues. Provide technical support to project staff to help them understand WWF and USAID policies and procedures when required.

2. VAT Accounting

- Responsible for managing and filing VAT invoices of WWF - BCA to ensure compliance of VAT rules to facilitate VAT claims of WWF Viet Nam
- Make sure VAT reconciliation are done in timely manner

3. Contracts & agreements

- Review & manage all contracts/agreements issued by Lam Dong Office under the Biodiversity Conservation program (BCA)
- Maintain financial records and keep records for all agreements under the BCA project issued by Lam Dong Office.

4. Audit Preparation and Facilitation

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

IV. Profile:

Required Qualifications and Experience

- Bachelor's degree in one of the following fields: Accounting, Business Administration, Finance
- At least three 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 effectively 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.

V. Working Relationships:

Internal - Interact on a regular basis with the BCA Finance Team, Field Finance Manager, Finance Manager, Grant Management Specialist, relevant Component Leaders, Project Finance Unit of WWF Vietnam. Coordinate and consult with related program focal points.

External - Interact regularly with 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