

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Project Finance Officer, USAID Saving Threatened Wildlife</b>
<b>Direct reports to:</b>	Finance and Operations Manager, Saving Threatened Wildlife
<b>Supervises:</b>	N/A
<b>Duration:</b>	April 2023 – April 2024
<b>Location</b>	Ha Noi, Viet Nam

### 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 environmental 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 Saving Threatened Wildlife project, supported by USAID, will be implemented from July 2021 to June 2026. The project aims to enhance Vietnam's leadership in countering wildlife trafficking through building the commitment of leaders in the Government of Vietnam at both the national and provincial levels and in the private and civil society sectors, increasing the effectiveness of law enforcement, and reducing the demand and consumption of illegal wildlife products.

### II. Major Functions:

Under the direct supervision of the project's Project Finance and Operations Manager, the position will be responsible for processing project payments, VAT administration, and support in general administration of the project finance to comply with all the requirements of WWF and USAID policies and regulations.

### III. Major Duties and Responsibilities:

The Project Finance Officer's key roles and responsibilities include but are not limited to the following:

#### 1. Financial Management:

- Check invoices, receipts, documents to ensure correctness, accuracy and compliance with WWF and USAID policies and procedures, and compliance with project budget lines.
- Enter invoices/receipts into Oracle, including any necessary adjustments following review with the Project Finance and Operations Manager.
- Validate invoices and transactions as required.
- Responsible for uploading Application Desktop Integrator (ADI) and journal adjustments for the projects into Oracle.
- Follow up to ensure all payments for project activities are processed in a timely manner in accordance with WWF policies & procedures and in compliance with USAID rules and regulations, (this includes but not limited to procurement, cost norms, authorized signatories, international control, bank & cash management).
- Reconcile and adjust expenditures/ entries (if any) for Project Finance and Operations Manager review and approval.
- Assist Project Finance and Operations Manager in external and internal audits.
- Prepare monthly PIT declaration for consultants.
- Support payment to participants at Workshops if requires.
- Filling of supporting documents

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

- Responsible for recording and filing VAT invoices of the project to ensure compliance of VAT rules to facilitate VAT claims of WWF and USAID.
- Timely submission of VAT claims.
- Prepare VAT reconciliation in a timely manner.
- Alert Senior Project Finance Officer about non-refunded invoices of WWF and prepare necessary supporting documents as required.

#### 3. Policy development and Capacity building

- Actively alert and propose initiatives to improve the effectiveness of current policies and regulations

#### **4. Others**

- To assist in project financial planning, including budgeting.
- Participate in Finance workshops as required.
- Any other duties in relation to the above as assigned by the Project Finance and Operations Manager.
- Act as designee for the project's Senior Finance Officer

#### **IV. Profile:**

##### **Required Qualifications**

- University degree in an appropriate subject (preferred in accounting, or finance, business, economics.)
- A recognized accounting/procurement qualification would be a plus.
- Minimum 5 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 and Subaward Management policies and procedures would be an advantage.
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures.

##### **Required Skills and Competencies**

- Developed financial management/accounting skills are essential.
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- Able to work with multiple demands.
- Experience of working in a multicultural environment.
- Self-starter with strong organizational skills and adaptive planning skills.
- Excellent interpersonal skills.
- Advanced IT skills, particularly knowledge of Microsoft Office software. Oracle ERP experience would also be a strong asset.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.

#### **V. Working Relationships:**

**Internal:** Interact on a regular basis with Project Finance and Operations Manager, Senior Finance Officer, Procurement Officer, Administration Officer and Project Team members, and Administration, Finance Unit of WWF.

**External:** Interact with partners, sub-awardees, consultants, service providers, and suppliers and 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 need.*