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## **Finance and Administration Assistant, Fauna & Flora, Vietnam Programme**

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
FFI Vice-president

# Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

## Vietnam Programme

Vietnam supports a rich variety of wildlife and habitats, some of which is rare and found nowhere else in the world. Despite its relatively small size, Vietnam is the 16<sup>th</sup> most biodiverse nation on Earth. Vietnam's natural world includes some of the highest diversity of primates (apes and monkeys) in the world, with an incredible 25 species. Vietnam is also a global hotspot for plant, amphibian, reptile and bird richness and endemism.

The Fauna & Flora Vietnam Programme, established in 1997, is at the forefront of conserving this unique and threatened wildlife and we have experienced some significant successes especially in the recovery of primate populations. Our programme focuses on: species conservation; strengthening the protected area network and improving management effectiveness; conservation and connectivity at the landscape scale; supporting the wellbeing of local communities and enabling community-based conservation approaches, placing local stakeholders at the forefront of forest management, protection and monitoring; and addressing illegal and unsustainable wildlife trade.

## The Opportunity

The Finance and Administration Assistant will be part of the Fauna & Flora, Vietnam Programme Team and work under supervision of the Deputy Finance Manager. He/she plays a key role in supporting Deputy Finance Manager to oversee all financial operations, including budget, forecasting, and financial reporting. He/she is responsible in ensuring healthy internal control procedures and good compliance with accounting and tax regulations.

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Two years, fixed-term contract, with potential of extension
<b>Probation Period:</b>	Two months
<b>Salary Range:</b>	Gross US\$7,650 per annum
<b>Location:</b>	Hanoi
<b>Benefits:</b>	25 working days annual leave entitlement Medical and social insurance

Public holidays following Vietnam Labor Code

**Hours of Work:** This is a full-time position, working Monday to Friday for 8 hours per day from 8.30am to 5.30pm, with a one-hour lunch break.

## Job Description

**Job Title:** Finance and Administration Assistant

**Reporting to:** Deputy Finance Manager

**Line Manager of:** n/a

**Key Internal Relationships:** Project Managers  
Administration Officer  
Technical and Communication staff

**Working with:** Vietnam Finance Manager and Finance Team;  
routinely liaise with project teams, representing the values and interests of FFI at all times.

### **Main duties:**

#### ***Finance Operation:***

- Assist in reviewing staff advances liquidation to make sure the costs are charged to correct funds and FRC
- Prepare all vouchers (payment, receipt and journal vouchers) to ensure the correct coding to budget lines, budget availability and the completeness of supporting documentation.
- Assist in ensuing day-to-day transactions are entered into accounting system and make any necessary journal adjustments with proper supporting documents.
- Assist in monthly reconciliation of cashbook / bankbook and all staff advance accounts as well as updating the list of outstanding advances, and the follow up outstanding advance liquidations, including partners' financial supporting documents
- Provide adequate filing systems of vouchers and financial supporting documents for the annual audits;
- Assist in preparing internal/external bank transfers and ensure transactions are properly tracked and recorded.
- Handle petty cash and manage cash book on monthly basis
- Supports the timely preparation, review and approval of all monthly bank account and cash reconciliations

#### ***Administration***

- Undertake procurement processes and procedures for programme and office, including project consumables (with project staff)
- Undertake monthly payment for trade union and submit claims for reimbursement on regular basis
- Manage the list of inventories for Hanoi and project offices
- Coordinate with Administration Officer in preparation of some important events for office.
- Carry out other tasks as required by the Line Manager and other staff.

**Other duties:**

- Ensure proactive communications to build positive working relationships within the Fauna & Flora team, particularly partners, government officials, donors and others.
- Maintain professional confidentiality in all tasks and interactions.
- Effectively share information gathered at external meetings with relevant team members.
- Actively promote all FFI safeguarding policies by ensuring staff capacity building, adequate visibility and cooperation with staff implementing all safeguarding structures, corruption and ICT policies of the organization.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong interest in Finance &amp; Accounting;</li> <li>• Familiar with accounting software &amp; Systems;</li> <li>• Fluent in written and spoken English; interpersonal skills,</li> <li>• Proficiency with Microsoft Word, Excel and other MS Office products;</li> <li>• Time management skill, reflexivity and open-mindset with agile learning attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Good spoken and written in English is an advantage.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Bachelor degree or equivalent experience in Finance, Accounting, Logistics operations and others;</li> <li>• Recommended a minimum of two years' experience in NGO or similar environments;</li> <li>• Experience working at the international agencies or organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in finance management and accounting is an advantage</li> </ul>
<b>Behavioural qualities and traits</b>	<ul style="list-style-type: none"> <li>• Demonstrates Fauna &amp; Flora's values;</li> <li>• Rigorous and diligent approach to work;</li> <li>• Team player, demonstrating the ability to seek out and harness the views and contributions of others in an inclusive and respectful manner;</li> <li>• Ability to work under pressure and meet deadlines;</li> <li>• Ability to build positive personal and organizational relationships;</li> <li>• Ability to work within a multi-cultural environment.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission</li> </ul>	

# Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organization, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

## How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Ms Le Hong Viet at [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org)

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application "**Finance and Administration Assistant**"

The closing date for applications is **20<sup>th</sup> March 2024**.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Le Hong Viet, Administration Officer, FFI, on Tel: +0243 719 4183 or Email: [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org)

FFI values diversity and is committed to equality of opportunity