

## JOB DESCRIPTION

**Position title:** Account Payable Officer – Accounting Team - Finance Unit  
**Reports to:** Accounting Coordinator  
**Supervises:** N/A  
**Date:** July 2024

### I. Background

WWF was one of the first International non-government organizations working in Viet Nam. 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://Viet.Nam.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

### II. Mission of the Department:

To ensure the effective management and control of the organization and Greater Mekong (GM Hub) finances through the identification and management of financial and operational risk and through timely and accurate financial planning, budgeting, accounting and reporting, including compliance with Swiss GAAP requirements.

### III. Major Functions:

Ensure bank payments and reports compliance with WWF and donors' policies & procedures.  
Support month end closing process, AR-AP Interco and Core project management.

### IV. Major Duties and Responsibilities:

#### 1. Bank payment:

- Responsible for preparing the bank payment and follow up to ensure all bank payments are timely made
- Responsible for all banking related matters.
- Opening/closing bank accounts (including those at field offices)
- Timely register/update of users record and maintain it for auditing purpose
- Act as local helpdesk support to all Citi direct Users in all offices of WWF-VN
- Responsible for making bank payment transactions and related inquiries if any; addressing payment transfer problems (if any) in coordination with the banks.
- Perform monthly bank reconciliations for the assigned Vietnam bank accounts

#### 2. AR-AP Interco Management:

- Responsible for the processing of AR-AP Interco transactions for assigned COs office
- Be primary contact to follow and solve all issue related Interco AR-AP

#### 3. Unrestricted Core funding management:

- Ensure all expenditure under Unrestricted Core funding are processed and managed in a timely manner in accordance with WWF policies and procedures.
- Record expenditure in Oracle including any necessary adjustments.
- Support to prepare Core financial report and provide Core data when required.

#### 4. Other tasks

- Provide support for internal and external audits when required.
- Provide back-stopping services to other members of the accounting team when required
- Other duties as requested by supervisor and Finance Director

## **V. Profile**

### ***Required Qualifications***

- A Bachelor degree in Accounting, Finance or equivalent degree in Accounting.
- At least 3 years of working experience in accounting and finance. Accounts payable experience will be an added advantage;

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

- Excellent interpersonal and communications skills are required to work in an organisation with wide range of staff from difference culture and functions;
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical, constructive way
- The position demands flexibility, initiative, attention to detail, strong organisational skills;
- Excellent proficiency in English.
- Excellent computer skills (MS Excel, accounts payable, expense claim and e-banking software);
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

## **VI. Working Relationships:**

**Internal** – Frequent interactions with all departments in WWF Vietnam and GM country offices and with finance team at WWF-International.

**External** - Banks, Suppliers, Liaise with external auditors, government bodies and tax agents.

*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*