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JOB DESCRIPTION

Position title: Senior Finance Officer, Mekong Delta Landscape
Reports to: Finance & Admin Manager
Supervises: Project Accountant of MKD programme
Location: Hochiminh, Vietnam with frequent travels to other provinces in Mekong Delta
Date: **August 2015**

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.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

With a strong focus on Truly Global strategy, WWF encourages a strong integrity working environment which building trust, especially the country programme will embrace a special trust. Because it is the guardian of the organisation's monetary assets, it is also a closely regulated function. Yet it has a responsibility to its donors, and indeed to its PIA shareholders and local partners, to operate effectively. To fulfil these responsibilities, the country programme must be managed with skill and wisdom, with vision for the future, and with an eye for the detail of daily operations.

II. Major Functions:

The Senior Finance Officer (SFO) supports Finance Coordinator of WWF Vietnam responsible for controlling the full accounting spectrum of assigned projects in Mekong Delta Landscape including accounting, financial and internal control. She/he will supervise and support the implementation of finance policy and procedure of field offices in the landscape to ensure the delivery of transparent, timely and accurate reports as well as the compliance of project team in line with policies and procedure of WWF Greater Mekong, guideline of donor and regulation Vietnam authorities.

III. Major Duties and Responsibilities:

- Administer and monitor the financial system in the landscape to ensure that the municipal finances with its supporting document are maintained in an accurate and timely manner both in digital and hard copies.
- Assist in ensuring that all financial policies and procedures are ongoing compliance at all levels of staff, management and partners in the landscape. Promote best practice corporate compliance, governance and quality within the landscape.
- Assist with developing and monitoring budgetary, project cash flow forecast, internal cost center accounting and financial progress in the landscape including burning rate, cost recovery against targets and provide timely regular reports, analysis of variances between budgets and actual results to the Finance Manager.
- Ensure the safeguarding of all municipal funds, closely monitor all account payable and accounts receivable and month-end closing process of all field office books and accounts are completed properly in timely manner.
- Assist in the group's procurement and tendering requirements as and when required.
- Preparing financial reports to the Governments when required
- Advises and assists project managers & MKDLM in any financial related decisions made in the landscape.
- Assist internal and external audits when required.

- Identifies possible operation problems, potential areas of compliance vulnerability and risk in the landscape while implementing the annual action plan and coordinate efforts for resolution to mitigate the risk and problem.
- Responsible for ensuring the internal controls at MKD landscape are satisfactory and effective. Furnish self-audit reports of MKD field offices regarding findings in compliance with WWF Policies and Procedures. Travel to MKD project field sites to examine the procedures and activities of the field, evaluating the compliance with applicable WWF rules and regulations. Report to and follow up on outstanding issues found during the visit.
- Maintain up-to-date knowledge and awareness of finance and accounting legislation and practices associated with the key responsibility areas by reading and attending training courses as appropriate.
- Provides orientation, reorientation, and training to staff and related project partners in the landscape to help them understand the finance systems, policies and procedures of the organisation when required
- Maintains a good feedback environment where staff could send their comments/suggestions/complaints to the operation of offices in landscape. Regularly identify areas that may need improvement and report to line managers.
- Contribute to the country strategic planning through the landscape process and assist in their implementation.
- Undertake ad hoc assignments when so directed by the line managers.

IV. Profile:

Required Qualifications

- Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields
- Minimum of 5 years working experience in a senior finance management position with strong administrative skills and a proven track record of leadership.
- Excellent knowledge of financial management, accounting and administration.
- Basic knowledge of international finance and accounting standards
- Good knowledge of short and long term budgeting and forecasting, rolling budgets and financial analysis.
- Good understanding of finance and accounting practices of INGOs in Vietnam
- Good knowledge of requirements of major Bi-lateral Aid Agencies is preferred.
- Experience in implementing and monitoring the compliance of finance and accounting system, policies and procedures.
- Experience of working in multi-cultural environment is an advantage

Required Skills and Competencies

- High sense of integrity & transparency
- Strong self-discipline and managerial skills
- Strong spirit of teamwork and cooperation
- Strong interpersonal skills with collaborative style.
- Advanced presentation skills with demonstrated ability to influence at all levels of management through clear, informed and logical discussions/presentations.
- Demonstrates ability to effectively communicate knowledgeably and credibly with field office personnel, senior management and internal constituents regarding sensitive or difficult situations.
- Demonstrated ability to effectively balance compliance risks with organization needs.
- Intermediate project management skills including, critical ability to coordinate and balance multiple tasks in a time-sensitive environment, under pressure, and meeting deadlines.
- Basic ability to identify, develop and implement processes improvements.
- Demonstrated strong relationship management skills with internal (e.g. senior management, peers and colleagues) and external (partners, suppliers, stakeholders); proven ability to develop creative and collaborative approaches.
- Strong oral and written communication skills in Vietnamese and English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

V. Working Relationships:

1. **Internal:** Works closely with finance and accounting team and Project Managers in the MKD Landscape. Engages with and support project staff in the MKD landscape. Works and engages with and support all WWF-Vietnam staff.
2. **External:** Interacts regularly with project counterparts, partners, banks, tax agents, external auditors, consultants, suppliers, and other related local authorised.

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.

Prepared by Supervisor: _____

Date: _____

Accepted by Departmental Director: _____

Date: _____

Accepted by Staff member: _____

Date: _____