

## Country Finance Manager – WCS Vietnam

**Position:** Country Finance Manager - Vietnam

**Affiliation:** Wildlife Conservation Society

**Duty station:** Hanoi

**Application deadline:** 17<sup>th</sup> May 2013

**Contract type:** Full-time, 1-year renewable (Permanent contract given after 3 years)

### **Background:**

The Wildlife Conservation Society (WCS) is a US non profit, tax-exempt, private organization that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, and presence in more than 60 nations, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS has been working to address wildlife trade in Vietnam for nearly a decade by developing broad relationships with the Forest Protection Department, CITES Management Authority, Police, Customs, the Supreme People's Procuracy, and many other agencies and individuals. We have established a well-respected presence in the country in the field of wildlife trade control. We have generated a wide range of reliable data on a number of wildlife trade issues, including commercial wildlife farming, illegal wildlife trade dynamics in Southern and Central Vietnamese provinces, and cross-border trade with China in Quang Ninh province. We have trained more than 800 law enforcement officers from a range of agencies in wildlife crime investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements, and national legislation, and have supported bi-lateral dialogues between Vietnam, Lao PDR, Cambodia, and Indonesia.

### **Scope of work:**

The Country Finance manager is responsible to oversee efficient systems for financial and personnel management for the WCS Country Program Office and Field Projects in Vietnam. S/he will coordinate and consult regularly with the WCS-NY Program Manager and the Global Service Center (WCS-New York) to manage timely and accurate submission to WCS of reports. S/he will maintain appropriate communication with WCS Project leaders (Directors, Managers, and Administrators), key donors and funding agencies and local governmental institutions (e.g. Ministries of Finance, Labour etc.).

### **Main activities**

- Financial management and accounting for the WCS Country Program (tracking and projecting spending by projects and funding agencies, accounting, internal project audits).
- Staff administration- establishing staff contracts, workers compensation and medical benefits, tax, vacation and work schedules in adherence with country program guidelines and following the national labour laws.

- Ensure that all projects/activities in the country program are respecting national legislation regarding customs regulations, labour rights, taxes, benefits, etc.
- Work with project managers/directors to generate financial reports and donor reports.
- Assure timely accounting and reporting on all country project expenditures
- Monitor overall budget management with regular updates on expenditures and availability of funds to NY and the project managers/directors and administrators.
- Monitor bank transfers, banking activities, and expenditures in coordination with WCS-NY.

**Desired qualifications:**

This position is for a Vietnamese national with a University degree (Postgraduate degree preferred) in a related field with very good English language skills and at least 4 years of work experience in a similar position with an international organization, or NGO.

In addition, candidates with the following competencies are preferred:

- Previous work experience in the environment/development sector
- Ability to work independently and supervise a team
- Shows a high degree of initiative, responsibility, flexibility, personal/professional ethics
- Excellent time management, and problem-solving ability
- Good interpersonal skills with ability to communicate effectively

**Interested applicants should send a cover letter, CV, contact details for 2 references to:**

Miss Nguyen Thi Thu My – Administrative Officer

Wildlife Conservation Society, Room 1302, Thanh Cong Tower, 57 Lang Ha street. Ha Noi

Email: [ntmy@wcs.org](mailto:ntmy@wcs.org)

**Deadline for Applications:** 17<sup>th</sup> May 2013

**Only shortlisted candidates will be contacted**