



JOB DESCRIPTION

Position Title:	Finance Coordinator, USAID-Viet Nam Biodiversity Conservation program
Direct reports to:	Chief of Party (COP), USAID-Viet Nam Biodiversity Conservation program
Technically reports to:	Head of Finance, WWF-Vietnam
Directly supervises:	Grants Management Specialist
Technically supervises:	Provincial Senior Finance Officers (Hue/Quang Tri; Quang Nam, Lam Dong)
Duration:	July 2020 – June 2025
Location:	Hanoi City, Vietnam

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. 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 “USAID Biodiversity Conservation” activity is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The program targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

II. Major Functions:

Under the direct supervision of the Chief of Party (COP) and technical supervision of the Head of Finance of WWF Vietnam, the Finance Coordinator shall support the COP in general administration of the program, overseeing budgets, financial planning & management of the USAID-WWF Biodiversity Conservation program in Hanoi and field offices and ultimately achieving program goals. The Finance Coordinator will be responsible for ensuring compliance with WWF & USAID policies and ensures sound management of WWF revenues used toward accomplishing WWF’s mission

III. Major Duties and Responsibilities:

The Finance Coordinator’s key roles and responsibilities include but are not limited to the following:

Budgeting:

- Leads the annual budgeting and periodical forecasting process for the WWF-USAID program
- Assists the CoP and program staff with work plan budget development, technical budget estimates, and scenario-based forecasts as needed for program spending.
- Work closely with the Manager of Project Finance Unit and COP for identifying priorities and targeting funding sources for cost share

Reporting:

- Provides timely financial reporting with detailed Budget vs. Actuals and by Component to Chief of Party (CoP) and the Program management team. Provides CoP with necessary financial reports (including analysis) for regular meetings with consortium partners.
- Work with WWF-US and the program leadership (i.e. COP & DCOP, Component Leaders..etc) to prepare required quarterly, annual, ad hoc financial reports for USAID.
- Prepare quarterly expenditure reports, and burn rate projections by Component for WWF Vietnam management team and the leadership team of this program.
- Analyses the Financial Information Update sent by field offices and partners and disseminates the same to CoP and Component Leaders.

Financial Management:

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- Monitors overall expenses and revenues to ensure that projections are accurate & the program does not overspend with available revenue, and that restricted funds are used according to donor requirements.
- Maintains and updates the overall program budget against the approved budget including work plan budgets, the chunk budget, and budgets by components
- Oversee financial management and financial operations of the Program in Hanoi office and field offices, including setting up and overseeing financial procedures in line with USAID and WWF requirements, and setting up and maintaining financial accounts.
- Work with the field finance focal point of this program to ensure day-to-day financial processes procedures are implemented and working properly, with the appropriate checks and balances in place and local owners identified
- Lead financial activities of the program in Viet Nam, including but not limited to: setting up and operating local bank account, requesting advances from WWF-US as needed, and reviewing and approving program accounting reports and supporting documentation.
- Manage time and expense reporting, finance& accounting procedures in alignment with USAID and WWF policies and procedures
- Maintain effective timelines and quality control process for financial and operational deliverables and financial management processes
- Ensure contract terms with Donor are being met and help the program team closely follow the projected annual budget and work plan

Coordination with WWF-US

- Be the Primary Contact Point from WWF Viet Nam for all financial matters relating to the program implementation.
- Coordinate with WWF-US and local program staff to ensure all financial activities meet program needs, e.g. accurate and timely production of invoices for USAID, spend plan tools, other financial trackers, and responding to USAID inquiries.

Other tasks

- Supervises Senior Finance (& Admin) Officers in related field offices to ensure compliance of all financial and administrative and contractual matters. Review financial reports and fund requests submitted by field offices & provide feedback.
- Performs site visits as necessary, to ensure appropriate financial and administrative management systems are implemented to meet the level and complexity of funding.
- Perform other tasks as required by the COP and/or the Head of Finance.

IV. Profile:

Required Qualifications

- Bachelor's degree in business administration, accounting or finance. A Master's degree and/or a recognized accounting qualification would be an asset.
- Minimum seven years' experience in similar financial, compliance, or operational role supporting international donor projects; Experience with USAID funded projects will be an advantage
- Experience with budgeting and financial reporting requirements on multimillion-dollar projects
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures
- Familiarity with US Government (USG) Federal Acquisition Regulations and USG contracting rules is a plus
- Demonstrated experience working in not-for-profit organisations including managing projects, budgets, and work streams

Required Skills and Competencies

- Leadership and communication skills, coupled with diplomacy, numeracy, and business acumen are essential.
- Proven interpersonal and people-management skills, complimented by excellent written and spoken English are essential.
- Proven experience of designing business processes, setting standards, or establishing operating policies and procedures is desirable, preferably in a project or program management context.

- Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
- Strong service orientation.
- Prepared to be “hands-on” in the team.
- Experience of working in a multicultural environment.
- An interest in conservation.
- Strong financial skills, as well as a well-organized approach to work are necessary, legal skills in contract development would be an advantage.
- Adheres to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging

V. Working Relationships:

Internal: Interact on a regular basis with WWF-US focal point, COP, DCPO, Grants Management Specialist, relevant Component Leaders, Manager of Project Finance Unit & Head of Finance of WWF Vietnam. Coordinate and consult with related project focal points.

External: Interacts with donors, partners, sub-grantees, consultants and field offices 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 needs.