



Vacancy Announcement

Position:	Program Finance Officer
Reports to:	Country Finance Manager
Supervisor to:	N/A
Location:	Ha Noi, Viet Nam
Country Program:	WCS Viet Nam Program
Team/Division:	Finance
Position Type:	Full time
Internal liaison:	WCS Viet Nam's Managers, Team leaders and Grants' Persons in Charge
Expected travel:	Approximately 10% or as required within the country if/when required

Organization Background

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 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, presence in more than 60 countries, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities.

WCS Viet Nam Program Overview

WCS has been working in Viet Nam since 2006, focusing on strengthening the commitment, capacity and actions of the government of Vietnam to combat wildlife trafficking. Through support and cooperation to executive and judiciary sectors, including Ministry of Public Security, Supreme People's Court, Supreme People's Procuracy, Ministry of Justice, Ministry of Agriculture and Rural Development, and the National Assembly, it has provided and shared intelligence on criminal wildlife networks which help generate well-informed decisions in enforcement operations. WCS Viet Nam have generated a wide range of reliable data on a number of related issues on illegal wildlife trade, trained and briefed about 4,000 law enforcement officers, policy makers, journalists, researchers and managers nationwide and distributed a number of technical handbooks and guides. It has assisted central agencies to review and propose necessary changes to national legislation, criminal intelligence analysis systems, inter-agency cooperation. WCS has also facilitated Government to Government dialogue through multilateral and bi-lateral collaboration efforts, between Viet Nam and Asian, African and Latin American countries, to detect and response to illegal wildlife trade networks. Its wildlife health expertise has been leveraged to address unregulated wildlife trade and mitigation of pandemic threats, through collaborative research, training, and policy development. Recently, WCS Viet Nam has also expanded to species conservation, with focus on finding and protecting *Rafetus Swinhoei* in the wild.

Job Summary

Under the supervision of the Country Finance Manager, the Program Finance Officer will work as a key member of the Finance team to provide assistance to WCS Vietnam program on financial tasks. The Program Finance Officer supports other functions to work smoothly and at optimal effectiveness.

Responsibilities

A. Financial Management

1. Monitors expenditures of grants, sub-grants to ensure all expenses are within assigned project budget;
2. Reviews and ensures the accuracy of activities budget, financial documents and records;
3. Supports to develop high quality internal and external financial reports to Grant manager, team leaders and regional finance team;
4. Attend regular meetings with grant manager, regional finance team and technical team leaders to ensure grant budgets and team budgets are closely managed.
5. Leads financial monitoring with sub-award partner(s);
6. Supports to the internal or external audits (national and global requirements where needed);
7. Supports in budget development for new proposals by preparing templates and reviewing the program budget for proposal;
8. Supports to preparation of the fiscal budget, to ensure all staff costs and program cost are built in.

B. Accounting Management

9. Contributes to forecast of monthly cash-flow;
10. Ensures activity budgets are reviewed timely and follow WCS's policies and in-country financial procedures;
11. Prepares, verifies and posts all approved vouchers under assigned grants into accounting system and process payment on daily basis;
12. Handle VAT claim for assigned grants;
13. Monthly reconciles, keeps track of and clear balance sheet accounts.

C. Internal control

14. Contributes to the development, design of financial policies/manual, financial guideline;
15. Reviews procurement process and service/consultancy contracts under assigned grants to ensure procurement policy is strictly followed with transparency and efficiency;
16. Reviews and updates financial templates;
17. Provides on-the-job financial training and orientation to program staff.

D. Administrative and logistics support

18. Coordinates and oversees the asset and inventory management per grants and by program teams;
19. Performs other duties as requested by the direct supervisor and/or the Country Director.

Minimum requirements

- Minimum bachelor/college degree in Accounting, Finance or equivalent;
- Minimum 4-7 years relevant work experience in international financial and accounting positions. Exposure to audit, international business or non-profit sector (NGO, International organizations) is an added advantage;
- Ability to handle multitask, prioritize, attention to details and management efficiently;
- Proficient in written and verbal communication skills in English Language;
- Computer skills mandatory, proficient in Microsoft Office Applications;
- Demonstrate skills in database management and record keeping;
- Concern for wildlife conservation & environmental issues is an asset.

Application Process

Interested candidates, who meet the above qualifications should apply via link <https://forms.gle/QqJJaz5QLF1orT4p7> latest **by 23:59 of 26 June 2022**.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.