



JOB DESCRIPTION

POSITION TITLE: Finance and Administrative Officer
LOCATION: TRAFFIC in Viet Nam, Ha Noi, Viet Nam
WORK PERCENTAGE: 100% for initial contract of one year
REPORT TO: Operations Manager
CLOSING DATE: 31st May 2015

BACKGROUND

TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. It actively monitors and investigates wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is a strategic alliance of the World Wide Fund for Nature (WWF) and International Union for the Conservation of Nature (IUCN).

To address the issue of illegal wildlife trade, and the threats posed to high-profile 'flagship' species such as elephants, rhinos, tigers, great apes and marine turtles, TRAFFIC and WWF have designed an ambitious joint initiative focusing on urgent and sustainable solutions to combat wildlife crime. The Wildlife Crime Initiative (WCI) works with partners to drive three parallel pillars as part of an integrated strategy: "Stop the Poaching" pillar, "Stop the Trafficking" pillar and "Stop the Demand" pillar and these pillars are supported by a cross cutting stream on related international policy initiatives.

TRAFFIC works to change the behaviour of the community to reduce wildlife crime and wildlife consumption through its Demand Reduction framework. The social marketing techniques surrounding the TRAFFIC's demand reduction framework are aimed at changing the behaviours of the current and future targeted audiences currently focussed on threatened species consumption (such as rhino horn).

In Southeast Asia TRAFFIC's regional office based in Malaysia where it is legally established as a programme of WWF-Malaysia. TRAFFIC's Southeast Asia programme was established in 1991 and continues to work with partners to address key wildlife trade issues in the region, with the Viet Nam office focussing its efforts in Viet Nam. The TRAFFIC office in Viet Nam is part of the Southeast Asian regional efforts and reports to the Regional Director.

Purpose of the job

The main function of this position is to support the Operations Manager responsible for administration, finance and accounting systems to assure efficient and accurate information and data pertaining to projects/programmes undertaken by TRAFFIC in Viet Nam. This job will also support the Operations Manager and the Head of Office with the day-to-day operations of the office.

Major Activities

The main tasks of the Administrative and Accounting Officer will include, but not be limited, to the following:

- Assist in ensuring that all staff follows financial policies and procedures
- Provide support to day-to-day project accounting operations;
- Preparing, calculating and submitting Personal Income Tax, Health and Social Insurance for submission to the government;
- In close consultation with the Operations Manager, ensure that all expenses made are reasonable; accurate and in compliance with cost principles procedures of the program as well as donor; all expenses are verified in the validity and accuracy of reliable, reasonable and approved by a designated person before payment;
- Responsible for preparing vouchers and recording the transactions into the accounting system in the right period and ensuring documentation is updated;
- Responsible for ensuring all financial supporting documents attached to payment are accurate and in compliance with policies and procedures and in-line with approved budget;
- Entering accurate records of all payment transactions input to accounting software (ACCPAC);
- Assist in preparing consolidated financial reports and project financial reports for donors;
- Assist with reconciliation of monthly balance sheet and accounts to ensure that advances and balance are in line with the clearance plan.
- Monitoring cash flow, managing petty cash and bank accounts;
- Responsible for ensuring compliance with TRAFFIC standard practices, according to the TRAFFIC Financial Policy and Procedures Manual (FPPM);
- Contributes to team objectives by accomplishing accounting tasks as assigned;
- Provide logistical and administrative support to project activities and office operations;
- Perform other tasks as required by the Operations Manager and Head of Office;
- Alert the line manager to any problems or issues.

REQUIREMENTS

- Bachelor's degree in accounting, finance, economics, business management, business administration or related fields;
- Good knowledge of principles, procedures and methods used in financial management and local laws and regulations impacting financial management;
- Hands-on practical knowledge of financial and accounting reporting systems, standards and practices;
- Experience in implementing and monitoring compliance with finance and accounting systems, policies and procedures;
- Minimum of 2 years working experience as a bookkeeper, or accountant with strong accounting skills and administration management;
- Advanced knowledge of Microsoft Office (emphasis on Excel & Word);
- Integrity & transparency;
- Strong attention in detail;
- Strong self-discipline;
- Strong spirit of teamwork and interpersonal skills with collaborative style;

- Ability to balance multiple tasks in a time-sensitive environment, under pressure, and meeting deadlines;
- Flexible and willingness to take on jobs as per required by the Operations Manager and Head of Office;
- Good oral and written communication skills in Vietnamese and English.

All applicants must be eligible to live and work in Viet Nam.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the following webpage and pressing the "Apply" button.

<https://hrms.iucn.org/iresy/index.cfm?event=vac.show&vacId=1078>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).