



JOB DESCRIPTION

Position Title: Payment and Compliance Officer- MDL Field office
Direct reports to: Field Finance Coordinator
Directly supervises: N/A
Duration: Jan 2025 – Jun 2026
Location: Ho Chi Minh 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.

II. Mission of the Department:

To ensure the effective management and control of WWF-Viet Nam and Greater Mekong (GM Hub) finances through the identification and management of financial and operational risk and through timely and accurate financial planning, budgeting, accounting and reporting, including compliance with Swiss GAAP requirements. To provide strategic advice/support to the WWF-Viet Nam Country Management Team (CMT).

To ensure the financial accounting and reporting activities for the office and sets the policies and procedures for the finance-related operational processes to ensure an adequate financial control environment.

To Ensure strong governance, control, oversight and stewardship are in place to enable risk management and mitigation. Manages the finance and operations aspects of general accounting function.

III. Job summary:

Under the leadership of the Field Finance Coordinator, the Payment and Compliance Officer – Field office is responsible for ensuring effective financial implementation to all daily payment including 3rd party, consultant's contract in assigned landscape are timely reviewed and processed in compliance with Local WWF and Donors' policies and procedures.

Participate to conduct and support assigned accounting task to ensure that all are complied with Swiss GAAP requirement

IV. Major Duties and Responsibilities:

The Payment and Compliance Officer's key roles and responsibilities include but are not limited to the following:

1. Payment and compliance management

- Review invoice, receipts, documents to ensure correctness, accuracy and compliance with WWF and donors policies and procedures, compliance with project/core budget lines
- Responsible as 1st layer review all payment related to agreements with partners, 3rd party contracts / consultants / other procurements are processed in a timely manner in accordance with WWF policies & procedures and in compliance with donors rules and regulations
- Responsible for process payment on Citi bank within authorized threshold
- Record invoices/receipts in Oracle Light as AP user and ready for approval

- Ensures all payments for project activities managed are reviewed and processed in a timely manner in accordance with WWF policies & procedures and in compliance with donors rules and regulations (this includes but not limited to procurement, cost norms, authorized signatories, international control, bank & cash management)
- Provide support to all assigned project external audit and ensuring that full compliance with donors requirements
- Identify, report and propose for solution to line manage all the potential risk related to project finance management of assigned finance task.

2. Others

- Be responsible to allocate assigned prepaid account by SWISS GAP
- Be responsible to register, record and payment for Carbon Offset.
- Conduct and support for other accounting and financing adjustment transaction as per request
- Support the implementation and maintenance of internal financial controls to safeguard organizational resources.
- Provide regular compliance reports update on payment processes, highlighting key findings and areas for improvement.
- Performs other duties as assigned

V. Profile:

Required Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum 3 of relevant experience in payment processing, compliance, or financial management, preferably in the NGO or INGO sector.

Required Skills and Competencies

- Familiarity with donor regulations and compliance (e.g., USAID, EU, GEF) is an advantage
- Strong knowledge of financial policies, procedures, and compliance requirements.
- Experience in reviewing payments, and financial documentation to ensure accuracy and compliance.
- Strong interpersonal and communication skills to work effectively with program teams and local stakeholders.
- Ability to provide clear guidance on financial policies and resolve finance-related queries.
- Strong attention to detail to identify errors and ensure accuracy in payments and documentation
- High level of integrity, professionalism, and accountability.
- Results-driven with attention to detail and a commitment to quality.
- Adaptability and resilience in a dynamic and fast-paced environment.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly,
- Adheres to WWF's values, which are Knowledgeable, Optimistic, Determined and Engaging.

VI. Working Relationships:

Internal: Interact on a regular basis with Compliance and Grant management team, Accounting team, Contract Coordinator, WWF staff in assigned landscape

External: Interacts with Audit, partners, suppliers ...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.