

## JOB DESCRIPTION

**Position Title:** Field Finance Coordinator  
**Direct reports to:** Manager, Compliance and Grant Management  
**Directly supervises:** Payment and Compliance officer  
**Duration:** Dec 2024 – 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 Manager, Compliance and Grant Management, the Field Finance Coordinator is responsible for providing oversight the assigned landscape to ensure the effective of Accounting and Project Finance management (Planning, implementing and monitor) to ensure fully compliance with Local WWF and Donors' policies and procedures including compliance with Swiss GAAP requirements.

### IV. Major Duties and Responsibilities:

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

#### 1. Payment and compliance Management

- Act as final approval to ensure that all project payments—including those for partner agreements, consultant/third-party/service contracts, accounts payable, travel requests/clearances, and other expenses within assigned landscape—are thoroughly reviewed and approved in a timely manner, in line with current local, WWF, and primary donor policies and procedures.
- Verify that all related vouchers, invoices, receipts, and documentation are accurate, aligned with approved work plans and budgets, and fully compliant with applicable local, WWF, and primary donor policies and procedures.
- Act as final approval to ensure that all bank payment are timely processed
- Responsible for reviewing of contracts and agreements under the prescribed threshold to ensure alignment with applicable local, WWF, and primary donor policies and procedures.

#### 2. General financial management at landscape level

- Actively to contribute to month end closing process
- Actively to provide support to provincial co-ordinator to identify provincial operation budget needed

- Collaborate with program teams during the proposal development process to Provide accurate cost estimates, budgets, and financial justifications for proposals as assigned by Project Finance Lead
- Support internal and external audits by providing required documentation and addressing audit findings.

### **3. Capacity Building and Stakeholder Engagement**

- Responsible for regular training for staff on financial policies, compliance requirements, and financial management best practices.
- Build and maintain strong relationships with program teams, ensuring mutual understanding of financial responsibilities and expectations
- Act as the financial focal point for the assigned landscape, providing clear and timely guidance on financial policies, procedures, and systems .
- Offer technical support and problem-solving for finance-related issues raised by staff in the landscape.
- Create strong collaborative relationships with Senior Grant Management officer to provide timely update on all sub grantee within assigned landscape
- Create strong collaborative relationships with Contract Coordinator to ensure smooth operations of contract management for assigned landscape
- Actively participate in the review and development of financial policies, ensuring the inclusion of local office-specific contexts and challenges.
- Prepare financial reports as required, ensuring accuracy and compliance with donor and internal requirements.

### **4. Others**

- Staff management
- Perform other duties as assigned

## **V. Profile:**

### **Required Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- At least 7 years of experience in finance, accounting, or compliance roles, preferably within international NGOs or donor-funded projects

### **Required Skills and Competencies**

- Experience in managing financial processes at the local or field office level.
- 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, contracts, 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 problem-solving skills for addressing financial issues .
- Ability to make sound decisions within the scope of established policies and guidelines.
- Familiarity with financial challenges in field operations
- 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, Assigned landscape staffs....

**External:** Interacts with Audit, partners, sub-grantees, 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.*