

## **JOB DESCRIPTION**

**Position title:** Accountant, FO support, WWF-Vietnam  
**Reports to:** Head of Finance  
**Supervises:** N/A  
**Location:** Hanoi, Vietnam  
**Date:** March 2020

### **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 finances through timely and accurate financial planning, budgeting, accounting and reporting and to ensure compliance with Swiss GAAP and local statutory compliance for both Vietnam and GM Hub operations.

### **III. Major Functions:**

Coordinate monthly closing of Accounts Payable (AP) module in Oracle Light. Responsible to oversee the quality and completeness of data provided by field offices. Identify capacity gaps, provide support and recommend a relevant capacity building plan to the Country's Head of Finance. Provide back-stopping service to field offices when required and play a key role as a financial and accounting technical expert. Ensuring compliance with WWF and donors' policies & procedures.

### **IV. Major Duties and Responsibilities:**

- Responsible for the creation of suppliers in OL
- Responsible for monthly close of AP module in Oracle Light (OL) including reconciliation of AP control accounts & aging reports
- Perform duties of AP Super User in OL
- Perform duties of Inter-co User in OL when the AP Accountant is away
- Field offices support:
  - Review and upload ADI files submitted by field offices
  - Be a technical expert in accounting to field offices.
  - Provide training in the subject matter of expertise to Field Offices when required
  - Identify capacity gap and recommend a relevant capacity building plan or an improved work process to the Head of Finance
  - Provide back-stopping services to finance staff in field offices when required
- Support programme audits
- Responsible for reviewing draft outgoing contracts initiated by WWF Vietnam & GM Hub to ensure compliance with WWF policies; Analyse and report on specific risks associated with any contracts if any to the Head of Finance
- Provide back-stopping services to other members of the General Accounting Operations unit when required.
- Other duties as requested by the Head of Finance.

### **V. Profile**

#### **Required Qualifications**

- A qualified degree in Accounting, Finance or Business Administration
- At least 5 years of work experience in accounting and finance. Accounts payable experience will be an advantage
- Knowledge and understanding of the legal requirements involved in contracts will be an advantage.

**Required Skills and Competencies**

- Excellent interpersonal and communications skills are required to work in an organisation with wide range of staff from difference cultures and functions;
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical, constructive way;
- The position demands flexibility, initiative, attention to detail, strong organisational skills;
- Excellent proficiency in English.
- Excellent computer skills (MS Excel, accounts payable, e-banking software);
- 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** – Frequent interactions with all departments and field offices in WWF Vietnam.

**External** - Banks, Suppliers, Liaise with external auditors, government bodies, banks and tax agencies.

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.