



## Annex I:

### JOB DESCRIPTION

<b>Position title:</b>	Accountant, WWF-Laos
<b>Reports to:</b>	Senior Finance Officer, WWF-Laos
<b>Supervises:</b>	N/A
<b>Grade (IPE scores):</b>	A2, IPE-44
<b>Location:</b>	Vientiane
<b>Date:</b>	October 2017

#### Background:

WWF-Laos is part of the WWF Greater Mekong, which works on environmental issues across Cambodia, Myanmar, Thailand and Vietnam. WWF-Laos established its presence in Laos starting in 2001 and in partnership with the government, has been implementing several projects in the areas of conservation of wildlife and natural resources; improvement of livelihoods/income generation and other relevant activities contributing to sustainable management of natural resources.

#### WWF-Laos

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Fax: +856 21 251 883

E-mail: [laos@wwfgreatermekong.org](mailto:laos@wwfgreatermekong.org)

Website: [www.wwflaos.org](http://www.wwflaos.org)

#### I. Major Functions:

The Accountant is responsible for the day-to-day cash management for WWF-Laos and administration of the Finance and Accounting Function.

#### II. Major Duties and Responsibilities:

- Provide support to day-to-day operation of accounting transactions and in administration of the function
- Carry out regular balances of cash transactions to ensure the amount of cash on hand kept in the office within the limit allowed to reduce the risk of fraud or theft, inform line manager for solutions / instructions if the amount of cash exceeds the limit
- Process cash and bank payments and transfer upon approval and in accordance with closely defined procedures and timescales including but not limited to preparing cheques, internet banking, cash payments and receiving vouchers, receipts, invoices and statements for all transactions related to bank and cash
- Maintain accurate record of all transactions, including cash book management, data input to the Oracle Light with proper budget line and filing of hard copies
- Check and review all related vouchers, invoices, receipts and documents to ensure its accuracy, completeness and compliance with all contractual agreements and policies and procedures before issuing payment to the final beneficiary.
- Liaise with banks and WWF network and provide support in all matters related to WWF bank accounts including tracking information, etc.
- Responsible for travel journals include verifying travel claims, preparing relevant vouchers, identifying errors/problems and reporting to line manager for solutions.

President: Yolanda Kakabadse  
Director General: Marco Lambertini  
President Emeritus:  
HRH The Duke of Edinburgh  
Founder President:  
HRH Prince Bernard  
of the Netherlands

Registered as:  
WWF-World Wildlife Fund for Nature  
WWF-Fondo Mondiale per la Natura  
WWF-Fondo Mundial para la Naturaleza  
WWF-Fonds Mondial pour la Nature  
WWF-Welt Natur-Fonds  
Also known as World Wildlife Fund

- Responsible for proper filling of all the financial documents, both on soft files and hard copies.
- Perform cash count with other finance and accounting staff
- Provide support to the annual internal and external finance and accounting audits
- Perform all other tasks or related functions may be assigned by the line manager or department head necessary to achieve departmental goals

### III. Profile:

#### Required Qualifications

- Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields
- 2 years of working experience as Accountant, Finance Assistant or Bookkeeper

#### Required Skills and Competencies

- Knowledge of local finance and accounting system, standards and practices
- Good understanding of normal practices in non-profit organizations
- Basic knowledge of international finance and accounting standards is an advantage
- Advance or excellent proficiency in excel functions
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: (for IC, PM or D):
  - WWF Focus: External Orientation, Delivering Quality Outcomes, Building Working Relationships, Communicating Effectively

### IV. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with Conservation Programme Manager, Landscape Manager, Project Technical Advisors, project staff, finance staff and Project Managers of similar projects in other GMP Country Programmes. Engage with and support WWF Laos staff.
- **External** – Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders.

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

Prepared by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_

Date: \_\_\_\_\_