



JOB DESCRIPTION

Position title: Finance Manager, WWF-Laos

Reports to: Country Director (CD)

Supervises: Finance Officers, Accountants, Project Support Officers, and Consultants when required

Grade (IPE scores): B2, IPE-52

Location: Vientiane Capital

Date: 27-July-2016

I. Background:

WWF has been working in Laos since the late 1980s in cooperation with the Ministry of Agriculture and Forestry. Our country programme office was first established in Vientiane 2001. Since then, our small team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide. WWF-Laos is part of WWF-Greater Mekong which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos.

Our objective with Truly Global is to increase our conservation impact by building a stronger and more mutually accountable network and by increasing our influence and credibility in the countries that matter.

II. Major Functions:

The Finance Manager ensures the implementation of finance, accounting systems, policies, and procedures for WWF-Laos which are aligned to WWF International Field Operations Manual and compliance with all local laws and other statutory requirements related to Finance in Laos. As a member of the Country Management Team (CMT), FM shares responsibility for the overall performance of the Country Programme.

III. Major Duties and Responsibilities:

- Ensures country operation acts in accordance WWF International Field Operations Manual and Fraud and Corruption policies;
- Lead the development, implementation, review and update the finance action plan for country program in coordination with Country Director, F&A Director, and key project leaders to ensure the alignment to WWF GMPO Finance Strategy and attainment and delivery of plans and objectives;
- Responsible for the planning, implementation, monitoring and review of WWF-Laos annual core budget, programme and project budgets to ensure donor requirements are met, cost recovery is sufficiently budgeted, and a strong financial position for the country;

WWF-Laos

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

Registered as:
WWF-World Wide 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
Formerly World Wildlife Fund

- Strictly monitor core-operating expenditure to ensure financial sustainability for WWF-Laos subjected to secured funding permit. Identify and highlight changes to secured funding scenario;
- Set up financial internal controls at WWF-Laos including field offices and conduct periodical system review to ensure sound financial operation and management;
- Oversee the provision of administration and IT service to ensure all requirements are met and the IT system run smoothly to support staff's daily work in all offices;
- Direct the preparation for all audit schedules including WWF's year-end external audit, individual internal project and provide support during the audits;
- Produce accurate and timely financial information about the organisation's financial status and performance to enable decisions to be taken relating to the organisation's financial strength and security.

IV. Profile:

Required Qualifications

- Master or Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields;

Required Skills and Competencies

- 7 years of practical experience in finance and accounting management, 3 years of which should be in Lao PDR;
- Experience in implementing and monitoring the compliance of Finance system, policies and procedures, preferably the context of an international organization;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies:
 - **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
 - **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
 - **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
 - **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
 - **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding
 - **Leading Teams:** Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance

- **Leading Change:** Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically
- **Managing Resources:** Makes the right judgments based on financial and resource availability

V. 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.