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## **JOB DESCRIPTION**

**Position title:** Finance Officer, WWF-Laos

**Reports to:** Finance Manager, WWF-Laos

**Supervises:** Interns when required

**Grade (IPE scores):** N/A

**Location:** Vientiane

**Date:** 2015

### **I. 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.

### **II. Major Functions:**

The Finance Officer provides support to Finance Manager in all financial activities at WWF-Laos to ensure transparency, accuracy and trustworthiness and compliance with WWF Greater Mekong financial system, policies and procedures and local legal requirements

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

- Assist in the development, monitoring, review and update of finance and accounting activity work plans
- Provide technical guidance to managers, staff and provide support to field offices on all aspects of finance to ensure the compliance with finance policies and procedures, and legal requirement.
- Prepare and manage third party contracts following organisation's and legal requirements and procedures on contracts
- Perform contract management and keep line manager informed of the closing date and follow up with extension
- Reconciliation and review monthly Trail Balance and check ledgers, statements and accounts to identify errors and take any necessary corrective action, inform line manager of complex items
- Responsible to review and import field financial data in to ACCPAC, make sure field staff implement according to WWF procedure and Policies
- Produce monthly, quarterly, and annual financial reports to Project manager as required.
- Respond to correct all staff time sheet. Make sure staffs have submitted all time sheet and make proper filling.

#### IV. Profile:

##### Required Qualifications

- Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields
- 3 years of working experience in finance and accounting administration, particularly in budgeting, with international NGOs is desirable
- Proficiency in accounting software (ACCPAC) is preferred

##### Required Skills and Competencies

- Thorough understanding of local finance and accounting systems and laws and regulations
- Basic knowledge of international finance and accounting standards
- Good understanding of finance and accounting practices in NGOs in Laos
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: (for IC, PM or D):
  - **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

#### V. Working Relationships:

##### Internal

- **WWF GMPO:** Work closely with finance and accounting team of WWF-Laos and Project Managers. Interact with finance and accounting teams of regional and other country offices. Engage with and support WWF-Laos staff.
- **WWF Network:** Work with and provide support to WWF International auditors for related issues

##### External

- Interact regularly with counterparts, banks, tax agents, external auditors, consultants, suppliers

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.