



## JOB DESCRIPTION

<b>Position title:</b>	Finance Officer for CarBi 2 Project
<b>Reports to:</b>	CarBi 2 Project Manager and technically managed by Senior Finance Officer, WWF-Laos
<b>Supervises:</b>	Interns when required
<b>Grade (IPE scores):</b>	A3, IPE - 46
<b>Location:</b>	Vientiane for 3 months, then Salavan for 5 years
<b>Date:</b>	March 2019

### 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 in 2001. Since then, our team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide with offices in Vientiane, Champassak, Salavan and Sekong provinces. WWF-Laos is part of WWF Greater Mekong Programme Office, which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at [www.panda.org/laos](http://www.panda.org/laos) and [www.wwf.org/la](http://www.wwf.org/la)

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. With our 2015-2020 Strategic Plan, we aim at increasing our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by increasing our influence and credibility in the Lao PDR.

WWF's vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong Region.

CARBI phase 2 (Biodiversity Conservation In The Central Annamites Through Ecosystem Protection) is a transboundary project between Laos and Vietnam contributing to the protection, restoration, and sustainable use of ecosystems and the conservation of biological diversity in the Central Annamites Landscape with innovative and transformational conservation interventions that support the governments of Vietnam and Laos to meet their obligations under the Convention on Biological Diversity (CBD).

### II. Major Functions:

The Finance Officer provides support to the Project Manager in all financial requirements of the project to ensure transparency, accuracy and compliance with WWF Greater Mekong financial systems, policies and procedures as well as local legal requirements.

#### WWF - Laos

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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

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

1. Data entry according to the ORACLE system following steps and timelines as guided by the regional finance team as well as line manager;
2. Assist in the development, monitoring, review and update of project finance and accounting activity work plans;
3. Provide technical guidance, training, coaching to project staff, project partners and Government counterparts on all aspects of finance to ensure compliance with finance policies and procedures, and legal requirements;
4. Support the Project Manager to prepare and manage third party contracts following the organisation's and legal requirements, procedures on contracts;
5. Support the management of contracts and keep line manager informed of the closing date and follow up with extension;
6. Reconciliation and review monthly Trial Balance and check ledgers, statements and accounts to identify errors and take any necessary corrective action, inform line manager of complex items;
7. Review and import project financial data into ORACLE;
8. Produce monthly, quarterly, and annual financial reports to the Project Manager;
9. Ensure staffs submit time sheets, and maintain the monitoring sheets of the project up to date (e.g. prepayments, outgoing contracts);
10. Record daily transactions, prepare the interco AR-AP invoice and billings and prepare calls for funds;
11. Ensure proper filling of all original finance related documents at field office and regularly upload them into the online monitoring system;
12. All others assigned as may be necessary in fulfilling the departmental functions especially in peak reporting seasons and tight deadlines.

### **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 (Oracle) 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;
- Advanced or excellent proficiency in MS Excel functions.
- Good understanding of finance and accounting practices in INGOs in Laos
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

- Demonstrate good command in English both written and verbal communication.
- Essential WWF behavior:
  - **STRIVE FOR IMPACT:** *“I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact”.*
  - **LISTEN DEEPLY:** *“I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say”.*
  - **COLLABORATE OPENLY:** *“I’m a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally”.*
  - **INNOVATE FEARLESSLY:** *“I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same”.*

## 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 country and regional. Engage with and support project staff.
- **WWF Network:** Work with and provide support to WWF International auditors for related issues when required

### 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.