



JOB DESCRIPTION

Position title:	Finance Officer - FLEGT VPA
Directly Reports to:	Project Manager - FLEGT VPA
Technically reports to:	Finance Manager
Supervises:	N/A
Grade (IPE scores):	A2, IPE-46
Location:	Vientiane, with frequent trip to Salavan/Sekong
Validity	April 2016

WWF-Laos

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I. Background:

World Wide Fund for Nature (WWF) is one of the world's largest and most respected independent conservation organizations, with almost 5 million supporters and a global network active in over 100 countries. WWF's mission is to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature, by conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption.

The Greater Mekong region is one of the biologically richest places on the planet; its varied natural resources support the livelihoods and well-being of millions of people in mainland Southeast Asia. WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife.

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-GM is currently implementing its strategic plan for FY11-FY15. Under this plan, WWF-GM has adopted four overarching strategies to tackle the threats and drivers of biodiversity loss in the region. Strategy 1, or CS1, focuses on securing landscape integrity and climate change resilience through integrated conservation-economic development planning and implementation. CS1 provides the basis for WWF-GM's work on sustainable forest

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

management and trade. It targets three ecological footprint drivers, one of which is unsustainable timber harvesting resulting from illegal logging and poor forestry practices. WWF-GM's primary strategy to address this driver is linking buyers of certified forest products with producers through a stepwise approach to FSC certification under the WWF Global Forest and Trade Network (GFTN).

II. Major Functions:

The Project Support Officer is responsible for finance and accounting of FLEGT project in Laos. He/she also provides assistance in various aspects of administration in ensuring the compliance of systems, policies and procedures from WWF-Laos, WWF-GM, WWF international and donors.

III. Major Duties and Responsibilities:

Finance and Accounting 90%

- Prepares financial reports to Project Manager on a quarterly basis and ad hoc basis
- Prepare financial report to government counterpart when requires.
- Keeps Project Manager and Senior Finance Officer advised on any important and pressing issue from the budget and financial management with solutions.
- Provide support to the maintenance of day-to-day control of accounting FLEGT
- Maintain Ledger as required
- Ensure payments, and related transactions are operated in compliance with WWF-Laos procedure and updated on computerized accounting system (ACCPAC)
- Review & record project expenditure into ACCPAC.
- Maintain a filing system of voucher and documents properly
- Provide support to the Project Manager in budgetary planning and accounting.
- Prepare contracts with project partners and counterparts upon requirements of the Project Manager, and follow up with finance team to ensure payments are made on time
- Prepare contracts with suppliers, service providers, and consultants upon requirements of the Project Manager, ensure the compliance with contract management procedures of the organization, and follow up with finance team to ensure payments are made on time
- Manage project finance, petty cash, assist in keeping track of the project expenses, and ensure all finance matters are well documented in soft and hard copy.
- Assist on preparing project activities planning and review advance request make sure all the activity and advance are compliance with WWF's Travel policy.
- Monitoring and follow up advance to be clear within the policy due date.
- Monitor the performance of contractors to ensure that work is carried out to the required standards of Project

Administration 10%

- Take care of all aspects of project management and administration of FLEGT

- Responsible for logistic arrangements of external and internal project meetings, workshops, study tours, visits, travels, and training courses to ensure that they are properly organised and conducted and that minutes are accurately recorded and circulated to related people
- Purchase field equipments upon approval and in compliance with purchasing policy and procedure, manage the office properties, monitor the maintenance, and conduct annual inventory of the Project
- Assist in information management including data collection and processing as required, maintenance and update of project databases and related section on website, maintain a comprehensive and reliable filing service

IV. Profile:

Requirement

1. Education and Qualification

- Bachelor degree in finance and accounting, plus business administration is an advantage
- CPA/ACCA qualification or equivalent is preferred.

2. Knowledge

- Knowledge and skill on international finance and accounting systems
- Understanding and Knowledge of project administration.
- Basis knowledge of environmental and conservation issues in Laos and region

3. Experiences

- 2-3 years of working experiences in Finance, Accounting and Administration
- Experiences in developing, managing and monitoring finance and accounting systems, policies and procedures, preferable in the contact of an international organization
- Experience of working in multi-culture environment

Required Skills and Competencies

- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: (for Individual Contributor):
 - **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** – Work closely with finance team in WWF-Laos, Project Manager and Project team in Laos. Interact on a regular basis with regional finance, and finance staff, project managers of similar projects in WWF-GM. Engage with and support WWF-Laos staff.
- **External** – Interact regularly with bank, Government counterpart, government agencies at the central, provincial, district, and commune levels, external auditors. Engage with other organizations on finance systems and practices for learning and sharing.

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.