

JOB DESCRIPTION

Position title: Accountant, Accounts Payable
Reports to: Manager, Accounting Operations
Supervises: N/A
Date: November 2017

- I. Mission of the Department:** To ensure the effective management and control of finances through timely and accurate financial planning, budgeting, accounting and reporting and to ensure compliance with Swiss GAAP and local statutory compliance for both Vietnam and GM Hub operations.
- II. Major Functions:** Processing supplier invoices, other payment requests and a portfolio of expense claims, ensuring compliance with WWF GM and donors' policies & procedures. Effecting payments via e-banking software. Preparing and following up on VAT reclaims. Accounting for provisions and prepayments.

III. Major Duties and Responsibilities:

- Process payment requests including prepayments.
- Primary contact with bank payment processing departments; solving payment transfer problems in coordination with the banks.
- Control the travel expense process within the Oracle ERP system, reviewing and processing a portfolio of expense claims, making sure all costs are in line with Travel Policy and supported by relevant documentation, communicating with internal staff regarding their claims, including when costs claimed are outside of policy.
- Reconciliation of AP control accounts related to supplier invoices, prepayments and expense claims.
- Responsible for Vietnam inter-co and netting with all country offices.
- Support cash flow forecasting.
- Responsible for AP month end close including reconciliations.
- Input to internal and external audit where appropriate.
- Training and assistance to budget responsibilities and / or their administrative support regarding payment policies and procedures.
- Expediting filing. Keeping separate, designated files as appropriate.
- Maintaining specimen signature and signatory limits file.
- Supporting implementation of payment software updates.
- Backing up other members of the accounting unit where necessary.
- Act as AP super-user and inter-co user for Oracle.
- Assisting with ad hoc projects as requested by Manager, Accounting Operations.

I. Profile

Required Qualifications

- A degree in Accounting or Finance
- 1-3 years of working experience in accounting and finance. Accounts payable experience will be an added advantage;

Required Skills and Competencies

- Excellent interpersonal and communications skills are required to work in an organisation with wide range of staff from difference cultures and functions;
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical, constructive way;
- The position demands flexibility, initiative, attention to detail, strong organisational skills;
- Excellent proficiency in English.
- Excellent computer skills (MS Excel, accounts payable, expense claim and e-banking software);
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined & Engaging.

II. Working Relationships:

Internal – Frequent interactions with all departments in WWF Vietnam and GM Hub.

External - Banks, Suppliers, Liaise with external auditors, government bodies and tax agents.

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 Departmental Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____