



JOB DESCRIPTION

Position title: Finance & Administration Officer, WWF-Myanmar

Directly reports to: Finance and Administration Manager, WWF-Myanmar

Technically reports to: N/A

Supervises: N/A

Technically supervises: N/A

Validity: 1 year (extendable)

Location: Yangon, Myanmar

Background

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 has a long history of engagement in the Greater Mekong. We helped establish conservation programmes in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and in process to establish a presence in Myanmar. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn't squander the natural riches that so many depend on and that drive the region's economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at www.panda.org/greatermekong.

I. Major Function

The Finance & Administration Officer is responsible for the effective provision of daily administrative services to all staff in WWF-Myanmar.

II. Major Responsibilities

A. System, Policies and Procedures Administration

- Contribute to the development and revision of all necessary WWF-Myanmar administration system, policies and procedures to ensure all changes in the country and in local labour laws and regulations are reflected
- Provide support to the Finance and Administration Manager in the planning

and organisation of the effective communications of all administration policies and procedures to all staff

- Administer all administration policies and procedures to ensure they are followed by managers and staff

B. Overall Administration

- Work with relevant functions to arrange logistics for events and meetings held in Myanmar to ensure that they are properly organised and conducted, and that minutes are accurately recorded and circulated to related people when required
- In collaboration with HR Function, prepare for and coordinate various office social activities, i.e. team building, staff retreat, sickness visit, funerals, new born baby visit, etc.
- Coordinate the organization of national and international travel including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, etc.
- Liaise with Government authorised departments on office licence, visa and work permit arrangement for expatriate staff and visitors
- Responsible for the purchase of office equipments and assets upon approval by Country Director to ensure the purchasing policies and procedures are strictly followed, and collaborate with IT Manager / Officer to monitor all purchase orders to ensure that materials and equipments are delivered on time and to specifications
- Monitor office stocks, equipments, assets, and vehicles and work with Finance Function to code and conduct inventory bi-annually
- Make sure that all WWF vehicles are registered with the related Government departments
- Monitor the conditions of office infrastructures including building, electricity, water supply, etc. and liaise with landlord and contractors to address the problems when required
- Maintain a record of reports and complaints from staff relating to the building and its fixtures and fittings
- Develop and maintain up-to-date databases of preferred and non-approved suppliers, service providers, of office assets, etc.
- Provide support to the Finance and Administration Manager in conducting survey of services which are in great use of the organisation, i.e. stationery, air tickets, insurances, hotels, etc. and negotiate contracts with suppliers on the most cost-effective basis

C. Accounting

- Ensure all cash and bank payments, and related transactions are operated in compliance with WWF-Myanmar procedures and updated on computerized accounting system (ACCPAC)
- Maintain a filing system of all vouchers and documents properly
- Monthly reconcile all bank and cash accounts and other advances, receivable

and payable accounts

- Work closely with Finance team at Regional office (Hanoi) to maintain proper accounting system following the WWF standards and monthly update accounting data to central database at Regional Office
- Reconcile accounts between regional office and country offices
- Review transactions for all projects including transactions to make sure they all recorded properly
- Maintain the back-up of accounting databases in good order and safe place

D. Reporting

- Provide support to the Finance and Administration Manager in preparing reports if required
- Prepare reports to the Government when required
- Prepare periodically reports on office assets

This JD 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.

III. Working Relationships

1. Internal

- **WWF-GM:** Work closely with finance and HR teams. Interact with admin teams of regional and other country offices. Engage with and support WWF-Myanmar staff.
- **WWF Network:** N/A

2. External

- Interact regularly with government agencies, polices, landlords, consultants, suppliers, service providers. Engage with other organisations on administration systems and practices for learning and sharing

IV. Requirements

1. Education and Qualification

- Bachelor's degree in English, social sciences, business administration, business management, accounting or in relevant fields

2. Experience

- 3 years of practical experience in administration and/or accounting, 1 year of which should be in international organisation
- Experience in developing administration systems, policies and procedures is an advantage

3. Skills

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- Communications and negotiation
 - Networking, teamwork and interpersonal
 - Planning, organization, time management and coordination
 - Fluency in written and spoken English
 - Proficiency in MS Office

4. Ability

- Working under pressure, towards tight deadline, and working overtime if required
- Working on own initiative with minimum supervision and staying on task
- Working in a multi-cultural environment

5. Personality

- Detail focus
- Patient
- Sociable

V. WWF's Mission and Values

1. It is part of every staff member's terms of reference to contribute to **WWF's mission**:
WWF's Mission is to stop the degradation of the planet'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*
 - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's terms of reference to embody WWF's values, which are **Engaging, Optimistic, Determined and Knowledgeable**.

Prepared by: _____ Signature _____ Date: _____
Finance and Administration Manager, WWF-Myanmar

Approved by: _____ Signature _____ Date: _____
Country Director, WWF-Myanmar

Accepted by: _____ Signature _____ Date: _____
Staff member