

## **JOB DESCRIPTION**

**Position title:** Mekong Delta Field Finance Coordinator, WWF-Vietnam  
**Reports to:** Manager, Project Finance  
**Supervises:** N/A  
**Location:** Hochiminh, Vietnam  
**Date:** November 2019

### **I. Background**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>

WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

### **II. Mission of the Unit:**

The Project Finance Unit serves the PO as the vital link between programmes, donors, and operations. In doing so it facilitates the flow of funds, provides financial management, and applies operational expertise for the effective coordination of projects. Most importantly, the Unit ensures accountability towards donors

### **III. Major Functions:**

The position will provide the oversight to assigned landscape, and advice to Manager, project finance on finance related matter when needed. The position is also responsible for the financial monitoring, planning, and financial overview of WWF projects and programmes ensuring approved policies, procedures and Network and Donors Standards are adhered to with the aim to increase operational efficiencies and effectiveness.

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

- Leads project financial planning for assigned projects, including development of proposals, budgeting, development and drafting of contracts, and monitoring contractual compliance and progress, all in accordance with WWF and Donors' policies and procedures.
- Responsible for operational and financial administration of projects. Identifies and communicates major funding gaps and recommends best working solutions.
- Ensure adequate cash flow for operation and secure storage of cash at office bank.
- Ensures all agreements with partners, 3rd party contracts / consultant / other procurement and payments for projects in charged are processed in a timely manner in accordance with WWF policies and Donor regulation.
- Ensures the implementation of WWF and donor's standards and best practices.
- Validates coding of intercompany transactions initiated by the General Accounting Operation Unit
- Responsible for contracts management for assigned projects when required
- Timely prepares and reviews internal financial reports to management (PM/ practice lead), ensuring that expenditure is according to approved contractual budgets and donor requirements.
- Liaises with donors on project financial management as and when required. Provide support in audit of projects/CO/donors and take prompt action to improve system to respond to audit findings (if any)
- Visits field offices/ partners to support/ review financial management of projects, train field staffs/ partners and participate facilitate Finance workshops if required.
- Provide orientation to staffs/ partners/ other stakeholders to help them understand WWF administration systems, policies and procedures when required.
- Manages finance staffs/ assistants
- Provide back-stopping service to other project finance staffs when required

- Provide back-stopping service to the Manager, Project Finance when required
- Support and provide required months' end task
- Performs other duties as required by managers

## **V. Profile:**

### **Required Qualifications and Experience**

- University degree in an appropriate subject (business, finance, economics, or accounting).
- Minimum seven years of financial, project management, and/or accounting experience within an international organization with complex donor requirements or multinational company

### **Required Skills and Competencies**

- Developed financial management/accounting skills are essential.
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- Proactive, with experience working with multiple projects and deliverables in a fast-paced, dynamic environment.
- Management, leadership and communication skills as well as day-to-day supervision to a diverse working group is required
- Demonstrate ability to collaborate, motivate and promote an effective and efficient team
- Able to work with multiple demands.
- Self-starter with strong organizational skills and adaptive planning skills.
- Excellent interpersonal skills
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;

## **VI. Working Relationships:**

**Internal** – Project Managers, WWF National Organizations. Frequent contacts with Finance, Human Resources and Compliance (if any) are also necessary.

**External** - Interacts with donors, partners, consultants and field offices as required in fulfilment of duties.

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