



**WWF** for a living planet®

## JOB DESCRIPTION

**Position title:** Project Finance Officer  
**Reports to:** Manager, Project Finance  
**Supervises:** Not Applicable  
**Location:** Hanoi, Vietnam  
**Date:** April 2018

### 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.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

### 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:

Responsible for the financial management, 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 and programme financial planning, 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.
- Manages the operational and financial administration of projects and programmes. Identifies and communicates major funding gaps and recommends best working solutions.
- Ensures all issued agreements and payments are processed in a timely manner in accordance with policies and procedures.
- Ensures the implementation of WWF standards and best practices.
- Enters revenue, expenditure and intercompany transactions in Oracle including any adjustments necessary.
- Responsible for contract management.
- Prepares and reviews financial reports to management and donors, ensuring that expenditure is according to approved contractual budgets and that donor requirements are met.
- Ensures timely financial donor reports and ensure that they are of good quality.
- Monitors and reconciles funding awards and bank accounts as required.
- Provides liaison between programmes and donors as and when required.
- Assists in audit of project/programmes as required.
- Ensures adequate cost recovery from restricted funding.
- Responsible for calling of funds.
- Assisting with ad hoc projects as requested by Manager, Project Finance.
- Backing up other members of the project finance unit where necessary
- Visits field offices to review financial management of projects, train field staff and participate in Finance workshops if required.
- Performs other appropriate duties upon request of the Manager, Project Finance.

### V. Profile:

#### Required Qualifications

- University degree in an appropriate subject (business, finance, economics, or accounting).

- Minimum five 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.
- Able to work with multiple demands.
- Experience of working in a multicultural environment.
- Self-starter with strong organizational skills and adaptive planning skills.
- Excellent interpersonal skills.
- Advanced IT skills, particularly knowledge of Microsoft Office software. Oracle ERP experience would also be a strong asset.
- Adhere to WWF's brand values which are: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively;

**VI. Working Relationships:**

**Internal** - Programme Managers, WWF National Organizations and Project Managers. 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.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_