

JOB DESCRIPTION

Position title: Project Finance Officer
Reports to: Manager, Project Finance
Supervises: N/A
Location: Hanoi, Vietnam
Date: October 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:

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 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.
- Ensures all agreements with partners, 3rd party contracts and payments for projects in charge are processed in a timely manner in accordance with WWF policies and procedures.
- Ensures the implementation of WWF standards and best practices.
- Enters expenditure of projects in charge in Oracle including any necessary adjustments.
- Responsible for uploading ADI and journal adjustments for assigned projects in Oracle.
- Validates coding of intercompany transactions initiated by the General Accounting Operation Unit
- Responsible for contracts management for assigned projects.
- Prepares and reviews financial reports to management and donors, ensuring that expenditure is according to approved contractual budgets and donor requirements.
- Ensures timely submission financial donor reports and that they are of good quality.
- Monitors and reconciles funding awards and designated project bank accounts as required.
- Liaises with donors on project financial management as and when required.
- Assists in audit of projects/CO as required.
- Ensures adequate cost recovery from restricted funding for assigned projects.
- Responsible for calling of funds and entering related revenue in Oracle. Make any adjustments as required

- Visits field offices to review financial management of projects, train field staff and participate in Finance workshops if required.
- Provide orientation to staff to help them understand WWF administration systems, policies and procedures when required
- Provide back-stopping service to other Project Finance Officers when required
- 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 five years of financial, project management, and/or accounting experience within an international organization with complex donor requirements or multinational company. Experience working with WWF will be an advantage

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;
- 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

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: