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JOB DESCRIPTION

Position title: Accountant, WWF-Laos

Reports to: Senior Finance Officer, WWF-Laos

Supervises: N/A

Grade (IPE scores):

Location: Vientiane

Date: 19 Sep 2014

Background:

WWF-Laos is part of the WWF Greater Mekong, which works on environmental issues across Cambodia, Myanmar, Thailand and Vietnam. WWF-Laos established its presence in Laos starting in 2001 and in partnership with the government, has been implementing several projects in the areas of conservation of wildlife and natural resources; improvement of livelihoods/income generation and other relevant activities contributing to sustainable management of natural resources.

I. Major Functions: The Accountant is responsible for the day-to-day cash management for WWF-Laos and administration of the Finance and Accounting Function.

II. Major Duties and Responsibilities:

A. Accounting Administration

- Provide support to day-to-day operation of accounting transactions and in administration of the function
- Carry out regular balances of cash transactions to ensure the amount of cash on hand kept in the office within the limit allowed to reduce the risk of fraud or theft, inform line manager for solutions / instructions if the amount of cash exceeds the limit
- Process cash and bank payments and transfer upon approval and in accordance with closely defined procedures and timescales including preparing cheques, cash for payment and receiving vouchers, receipts, invoices and statements for all transactions related to bank and cash
- Maintain accurate record of all transactions, including cash book management, data input to ACCPAC with proper budget line and filing of hard copies
- Check and review all related vouchers, invoices, receipts, documents to ensure accurateness and compliance with policies

and procedures before issue the payment to final beneficiary.

- Liaise with banks and WWF network and provide support in all matters related to WWF bank accounts including information tracking, etc.
- Responsible for travel journals include verifying travel claims, preparing relevant vouchers, identifying errors/problems and reporting to line manager for solutions
- Responsible for proper filling all the financial documents
- Perform cash count with other finance and accounting staff
- Provide support to the annual internal and external finance and accounting audits.

III. Profile:

Required Qualifications

- Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields
- 2 years of working experience as Accountant, Finance Assistant or Bookkeeper

Required Skills and Competencies

- Knowledge of local finance and accounting system, standards and practices
- Good understanding of normal practices in non-profit organizations
- Basic knowledge of international finance and accounting standards is an advantage
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: (for IC, PM or D):
 - **WWF Focus:** Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes
 - **External Orientation:** Looks outwards ensuring WWF stays relevant, continues to anticipate and adapt to external environmental and global trends
 - **Delivering Quality Outcomes:** Establishes stretch goals, plans, using best judgment and takes responsibility for planning to and delivering on outcomes
 - **Building Working Relationships:** Builds collaborative relationships through the understanding and development of other's and own ideas
 - **Communicating Effectively:** Uses appropriate means of communication to convey messages, seeks input from others and ensures understanding

IV. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with Conservation Programme Manager, Landscape Manager, Project Technical Advisors, project staff, finance staff and Project Managers of similar projects in other GMP Country Programmes. Engage with and support WWF Laos staff.

- **External** – Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders.

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.