



## JOB DESCRIPTION

**Position title:** Senior Finance Officer

**Reports to:** Finance Manager

**Supervises:** Accountant and consultant

**Grade (IPE scores):** B3, IPE-49

**Location:** Vientiane Capital, Lao PDR

**Date:** August 2016

- I. 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.
- II. Major Functions:** The Senior Finance Officer is responsible for general accounting management at WWF Laos. He/she maintains complete and accurate financial records to ensure all transactions and project sites comply with the finance and accounting system, policies and procedures of WWF Greater Mekong Programme and donors, general accounting practices and legal requirements.
- III. Major Duties and Responsibilities:**
- Assist in the development, monitoring, review and update of finance and accounting activity work plans
  - Assist Finance and Administration Manager in the development of annual budget for finance and accounting
  - Work closely with Project Managers to make sure the project expenditures are in line with approved budget
  - Monitor the implementation of the finance and accounting systems, policies and procedures to ensure that they are followed by managers and staff
  - Work closely with Finance and Administration Manager to ensure the proper use of accounting systems as documented under WWF International Field Operations Manual and correct implementation and adaptation for local conditions and structures at the WWF-Laos
  - Provide support to the Finance and Administration Manager in developing the operational manual for projects in WWF-Laos when necessary
  - Review all transaction listings to ensure that the information is reasonable and correctly charged to the appropriate responsible projects.
  - Monitor the use and flow of funds on project accounts according to budget constraints. Liaise with donors to get funds for project accounts and ensure that there is no deficit of cash
  - Monthly and quarterly reconcile balance sheet accounts, Overview monthly Trail Balance and follow up if any action needed

- Make sure all the core staff time have been recover from the project, calculate and record quarterly in to ACCPAC
- Provide support to the annual internal and external finance and accounting audits and ensure audit recommendations are implemented

#### IV. Profile:

##### **Required Qualifications.**

- Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields
- Thorough understanding of international and local finance and accounting standards
- 5 years of practical experience in finance and accounting management
- Basic knowledge of environmental and conservation issues in Laos is preferred

##### **Required Skills and Competencies**

- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies:
  - **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
  - **Leading Teams:** Develops direction and shared purpose, builds a team through coaching to ensure the accomplishment of goals and high level team performance
  - **Leading Change:** Encourages and seeks out innovative solutions and brings people on a journey constructively and empathetically
  - **Managing Resources:** Makes the right judgments based on financial and resource availability

#### V. 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.