



for a living planet[®]

JOB DESCRIPTION

Position title: Junior Finance Executive

Reports to: Finance Manager

Date: August 2018

I. Mission of the Department: To ensure a high performing WWF Office with efficient operating systems, professional and skilled staff, and strong financial resources, delivering corporate responsibility partnerships and fundraising for WWF's priority conservation activities in Singapore and the rest of the WWF's global network.

II. Major Functions: Responsible for ensuring that the accounting, payments and internal financial processes run smoothly and efficiently in accordance with agreed timetables and quality standards so that the accounting data are accurate and complete. Manages the invoicing, collection and payments to ensure that there are sufficient funds to cover payments as they become due.

III. Major Duties and Responsibilities:

- Manages day-to-day accounting, which includes issuing invoices, ensuring that all external vendor payments, staff claims, receipts and GL entries are coded correctly (per the accounting chart of accounts and per project codes) and recorded accurately and timely;
- Reviews expense claims and supplier invoices to ensure all supporting documentation are submitted and in line with WWF finance guidelines;
- Liase with internal and external stakeholders to reconcile discrepancies in payments, invoices and receipts;
- Ensure all payments are checked and processed accurately and timely;
- Ensures that consistent and adequate internal controls are enforced at all times as per the WWF Field Operations Manual.
- Performs other appropriate duties upon request by Finance Manager

IV. Profile:

Required Qualifications

- ACCA level 2/CAT/Diploma in accounting
- At least **1 year** of financial/accounting experience within an international organization, multinational company or charity with complex donor requirements.

Required Skills and Competencies

- Good skills in Microsoft Excel
- Experience in ACCPAC or SAGE preferred
- Hands-on experience with payment processing
- Self-starter and can work independently
- Honest, mature, and high integrity
- Team player
- Able to prioritise and operate under tight deadlines
- Good communication skills, with spoken and written fluency in English
- An interest in conservation
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

V. Working Relationships:

Internal - All departments in the organisation and within the WWF network

External – With outsourced corporate services company and auditors

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.

Interested candidates should email a CV and a cover letter to hr@wwf.sg by 7 September 2018. Please indicate the position being applied for in the subject line.