



WWF *for a living planet*[®]

JOB DESCRIPTION

Position title: Accountant, WWF-Viet Nam
Reports to: GM Hub Finance Manager, WWF–Viet Nam
Location: Hanoi, Viet Nam
Date:

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 Department:

To ensure the effective management and control of finances through timely and accurate financial planning, budgeting, accounting and reporting and to ensure compliance with Swiss GAAP and local statutory compliance for GM Hub operations.

III. Major Functions:

Coordinate monthly closing of Accounts Payable (AP) module of GM Hub in Oracle Light. Responsible to oversee the quality and completeness of AR-AP data between GM Hub and assigned Country offices. Provide back-stopping service for bank payment in Accounting team when required and play a key role as a financial and accounting technical expert. Responsible for managing GM Core funding. Ensuring compliance with WWF and donors' policies & procedures.

IV. Major Duties and Responsibilities:

Accounting & Oracle Light system

- Perform duties of AP Super User in OL for GM Hub
- Responsible for the creation of suppliers in OL for GM Hub
- Perform monthly bank reconciliations for GM Hub bank accounts.
- Responsible for monthly closing of AP module in Oracle Light (OL) of GM Hub including reconciliation of AP control accounts & aging reports
- Support AP Hub Finance team in monthly TB cleansing and closing of GL module in Oracle Light (OL) for GM Hub
- Perform duties of Inter-co User in OL.
- Provide back-stopping services in bank payment when the AP accountant is away.
- Perform monthly cost allocation for GM-Hub (pre-paid account, office running cost...)
- Support in clarifying GM Hub banking issue and bank audit when required by General accounting Unit
- Reconcile source currency account balance and perform account combination matrix adjustment
- Prepare monthly Tax Declarations of GM Hub

Project management

- Support GM projects in verify project expenditures related to AR-AP with others
- Support Finance Manager in other financial issues in relation with GM Core funding
- Perform AR-AP related adjustments under PFO's review

Reporting

- Support AP Hub Finance manager in providing data for management reports when required.

Control and Compliance

- Support in GL documents filing system of GM.
- Support organizational audits of GM Hub

Others

- Support AP Hub Finance manager in budget development for new proposal when required
- Provide back-up for AP Hub Finance team for accounting duties not conflicting with WWF required segregation of duties.
- Other duties as requested by supervisor and Finance Director.

V. Profile

Required Qualifications

- A qualified degree in Accounting, Finance or Business Administration
- At least 4 years of work experience in accounting and finance. Accounts payable experience will be an advantage
- Knowledge and understanding of the legal requirements involved in contracts will be an advantage.
- Knowledge and understanding of project management will be an advance.

Required Skills and Competencies

- Excellent interpersonal and communications skills are required to work in an organisation with wide range of staff from difference cultures and functions;
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical, constructive way;
- The position demands flexibility, initiative, attention to detail, strong organisational skills;
- Excellent proficiency in English.
- Excellent computer skills (MS Excel, accounts payable, e-banking software);
- Demonstrates WWF behaviors 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 – Frequent interactions with all departments and country offices in WWF Greater Mekong.

External - Suppliers, Liaise with external auditors, Donors, government bodies, banks and tax agencies

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.