Job title: Finance Officer
Position duration: Annual contracts, full-time and extendable on basis of satisfactory performance
Start date: As soon as possible, preferably by October 1st, 2008
Location: Hanoi
Employer: BirdLife International
Reporting line: To the Regional Implementation Team Manager
Purpose: Responsible for all financial support to the RIT

Background

BirdLife International is a global Partnership of conservation organisations that strives to conserve birds, their habitats and global biodiversity, working with people towards sustainability in the use of natural resources. The Critical Ecosystem Partnership Fund (CEPF) is a joint initiative of Conservation International, l’Agence Française de Développement, the Global Environment Facility, the Government of Japan, the MacArthur Foundation and the World Bank. A fundamental goal is to ensure civil society is engaged in biodiversity conservation.

BirdLife International in Indochina has been selected to act as the Regional Implementation Team (RIT) for CEPF in this region. BirdLife’s RIT will provide strategic leadership for the CEPF programme of funding in Indochina, representing CEPF and building a broad constituency of civil society groups working across institutional and political boundaries toward achieving shared conservation goals. The RIT will act as an extension service to assist civil society groups in designing, implementing, and replicating successful conservation activities. It will review all grant applications, manage external reviews with technical experts and advisory committees, award small grants and decide jointly with the CEPF Secretariat on all other applications. Further, the RIT will lead the monitoring and evaluation of individual projects using standard tools, site visits, and meetings with grantees. The RIT will be a small team actively engaging civil society to catalyse large conservation impacts, and provides an exciting opportunity for motivated people.

Duties and Responsibilities

The Finance Officer will have the following specific responsibilities:
- Book keeping;
- Report quarterly on expenditure to CEPF;
- Prepare project accounts and financial reports;
- Maintain bank account and monitor transfers;
- Control petty cash box and maintain petty cash transactions;
- Risk assessment of sub-grantees;
- Handle the contracting and disbursement of small grants;
• Review grantees' financial reports;
• Supervise all expenditures to ensure compliance with donor guidelines and BirdLife financial management systems;
• Other duties to support the RIT, including administrative tasks if necessary.

Qualifications
The following attributes are essential:
• University degree or equivalent in accounting;
• At least five years of relevant work experience;
• Oral and written fluency in Vietnamese and English;
• Computer literacy (especially in Word and Excel);
• Flexibility, and ability to work independently;
• Ability to work to tight deadlines.

The following attributes are desirable:
• Experience processing sub-grants, including development of contracts and agreements;
• Experience working with an international non-governmental organisation.

The following attribute is not necessarily expected, but would be an asset:
• Competency in any of the following languages: Khmer; Lao; Thai; Cantonese; or Mandarin.

Application
Applicants should submit a CV, cover letter, and contact details for at least three referees to John Pilgrim (pilgrim@birdlife.netnam.vn) as soon as possible, but no later than 21st September 2008.