



Finance & Operations Officer

전 세계 100 여 개 국가에서 활동하고 있는 세계최대규모 자연보전기관 WWF(세계자연기금) 한국본부에서 자연과 인류가 조화롭게 공존하는 지속가능한 미래를 만들기 위해 활동하는 임직원들을 지원하는 Finance & Operations 팀의 F&O Officer(팀원)을 채용합니다.

이 포지션은 Finance & Operations 팀에 소속되어 Finance 업무와 전반적인 Administration 업무를 담당하게 됩니다.

Objectives of the Department

- Ensure effective implementation of all adopted financial policies, procedures and legal and statutory requirements.
- Streamline financial processes and procedures, and implement new financial initiatives and requirements.
- Provides training and capacity building to other staff in the office.

Major Functions/Objectives of the Position

- Manages the organization's financial records and transactions to be accurate in a timely manner;
- Complete assigned ledger entries and other financial transactions;
- Collects and compiles financial information and assists Sr. Finance & Operation Officer to prepare accurate and timely financial reports and accounting statements.
- Manages office operational tasks and maintenance in a cost –efficient way including IT maintenance.

Main Tasks & Responsibilities

Finance & Accounting

- Support Sr. F&O Officer to prepare Monthly variance analysis report, Budget and Forecasting(planning)
- Analysing previous budgets, forecasts and performing variance analysis to explain discrepancies
- Daily hands-on working including, but not limited to accounts payable, accounts receivable, banking
- Secure highly sensitive and confidential financial data and information
- Compile detailed financial reports using calculations, data, and other function-provided information
- Work closely with other team members in order to achieve company goals
- Manage external service providers for the office operation and support for payment
- Organize finance documents and deliver them to the accounting corp. for PRF & Monthly closing
- Respond to staffs related with all finance operations and develop finance staff and colleagues properly trained appropriately on the area of finance operation
- Assist with a variety of finance tasks

Administration

- Maintain and update Company's official documents such as contract, employee contact list ,BOD etc.
- Manage and purchase office supplies for office operation in line with FMO policies
- Coordinate business travel and support to issue required document
- Manage office facility, real estate, cleaning, workplace and security
- Manage F&O part of checklist for new and retired employees
- Asset(현물기부, 굿즈포함) management
- Contract review
- General administration issues

IT

- Implement overall IT task
- Manage IT equipment and software purchase
- Communicate with internal & external service providers about IT issues.
- Manage inner server system(NAS) for office operation as per WWF global guidance
- Manage E-approval system's smooth operation and recommend the improvement if any
- Manage Docswave system

**** Other duties as assigned by organization to support WWF Korea's common mission and goals**

◆ 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.

Qualifications & Experience	Required: Knowledge <ul style="list-style-type: none">● Bachelor's degree qualified● Highly proficient with Microsoft Office especially powerpoint and spreadsheets and Google Cloud● Detailed knowledge of accounting principle Skills <ul style="list-style-type: none">● Proven ability to manage time and priorities conflicting tasks● Excellent communication skills in interaction with internal and external stakeholders● Minimum 2 years of relevant work experience including minimum 1 year of work experience on Finance & accounting● Excellent verbal and nonverbal communication skills both in English and Korean● Ability to re-design the work processes for efficiency driving Attitude <ul style="list-style-type: none">● An interest in environmental conservation● Meticulous and Attention to detail with high integrity & ethics● Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration● Technical Savvy● Ability to manage deadlines and deliver quality work on time● Responsible, driven, motivated and a team player
	Preferred: Knowledge <ul style="list-style-type: none">● Bachelor degree for the Business Administration or Accounting major● Financial Planning and Analysis working experience● Certification for IT or Accounting
Working Relationships	Internal: All Staff in Korea and related staffs in WWF International. External: Banks and vendors
Type of contract	1 year Fixed term (following 3 months probationary period) According to the fixed term review, extended contract can be offered.

How to apply?

If you would like to learn more and soon join our team, please send us your application by email to recruitment@wwfkorea.or.kr including following documents **in one MS Word file**; Please use the subject line to indicate which position you are applying for.

1. A letter of motivation in English,
2. A resume in Korean,
3. At least 2 contacts for the reference check

After the document screening, it will be processed as follows;

1. 1st interview
2. Reference check & Online Aptitude test
3. 2nd interview with the Directors

Only short-listed candidates will be contacted. Many thanks for your interest in WWF-Korea and this opportunity.

Please do not put your resident registration number in any application documents specified above. In case any certificate includes your resident registration number, please make sure to conceal the number not to be exposed resident registration number.