



## **FINANCE OFFICER**

### **About the role**

An exciting opportunity to be an important part of the dynamic finance team of the well-known international NGO. This post holder is in charge of project finance as well as accounting tasks. The post holder will also contribute to the programme implementation and development for CARE in Vietnam through working closely with local partners.

### **Key responsibilities**

As a Finance Officer, the post holder will:

- 1- Financially manage a number of projects to ensure internal control requirements are met while still supporting the local partners' finance staff to improve their capacity;
- 2- Conduct internal audit/spot check visits to partners and facilitate the external audits;
- 3- Prepare monthly, quarterly and annual financial reports for Finance Controller's review and sign off;
- 4- Coordinate with project teams during the project implementation to ensure the disbursement reaches target and as intended purpose;
- 5- Facilitate training events for partners; and
- 6- Work on the accounting tasks as required.

### **Ideally you will have:**

- Good knowledge and proven experience on accounting;
- Proven experience on program finance management;
- Demonstrated ability to build and maintain positive relationships with partners; and
- A positive working attitude, can-do approach and willingness to contribute to the team's synergy.

### **Why you should apply:**

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefits package

Application Deadline: before 9 AM on 27 August 2018

Based in Hanoi with travels to project locations in Vietnam to work with partners

Full time 1 year contract, subject to renewal upon mutual agreement.

### **Interested?**

Please send your application that includes cover letter and CV in English to email: [Jobs@care.org.vn](mailto:Jobs@care.org.vn) quoting the position title in the subject line of the email.

### **CARE International in Vietnam**

CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. We work in over 93 countries around the world. CARE International has worked in Vietnam over the past 29 years in over 300 projects throughout the country.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

*“Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”*