



## FINANCE OFFICER

### About the role

An exciting opportunity to be an important part of the dynamic finance team of the well-known international NGO. You'll be in-charge of project finance as well as accounting tasks. Being a finance officer, you 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 review and sign off;
- 4- Coordinate with the project team during the project implementation to ensure the disbursement reach 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
- Positive working attitude, can do approach and willingness to contribute to the team's synergy.
- English language skills

### Why you should apply:

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

### Application Deadline: 9AM, 06 May 2019

Location: Base in Hanoi with regular travel to project locations

Contract type: Full time, 1 year with possible extension 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 before 9AM on 6th May 2019. Detailed position description can be accessed at: <https://www.care.org.vn/opportunities-with-care/>

### 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 since 1989 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. In addition to 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.”*