



## JOB DESCRIPTION

<b>JOB TITLE: Finance Officer</b>	
<b>LINE MANAGER: Finance Controller</b>	<b>CATEGORY: 5</b>
<b>WORK LOCATION: Ha Noi – Country Office</b>	<b>TEAM: Program Support</b>
<b>DIRECT LINE MANAGEMENT: N/A</b>	<b>FINANCIAL RESPONSIBILITY: N/A</b>

### INTRODUCTION:

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. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vietnam (CVN) is a creative and dynamic organisation which has worked with Vietnamese partner organisations over the past 25 years in over 200 projects. CARE in Vietnam recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CARE in Vietnam's long term program goals are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

### PURPOSE OF THE POSITION:

The Finance Officer is responsible to ensure all CARE's transactions meeting internal and external rules and regulation including the program finance and accounting tasks in cash and bank payment and maintains bookkeeping records, filling document in accordance with the monthly schedule and other accounting works as assigned.

The Finance Officer, on occasion, will be mobilised to provide support and back up for other finance team member when the need is required.

This position is based in Ha Noi, with travel required to other sites.

### MAIN RESPONSIBILITIES and CONTRIBUTIONS

#### STRATEGY AND LEADERSHIP:

- 1- Actively contribute to CVN's strategic direction setting and organisational development as a member of CVN;
- 2- In cooperation with senior managers promote organisational cohesion and learning organisation through coordination and information sharing with and between all staff; and
- 3- Demonstrate a passion and commitment to CARE's approach and values including gender equality, ethnic diversity and cultural sensitivity and inspire leadership on these issues through the CVN team.

#### PROGRAM FINANCE WORKS

- 1- Support program staff in developing budget for new proposals;



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- 2- Closely monitor project budget against flexibility level (as per the signed agreement - IPIA) and timely inform Portfolio Managers (PM)/Finance Controller for follow up actions;
- 3- Undertake a thorough look of projects transactions and make sure the description and coding is correct. Undertake validity of Payment voucher and supporting documents;
- 4- Make adjustment journal vouchers based on instruction from PM, or upon reviewing the reports, or from errors generated from system before month-end closing;
- 5- Prepare monthly expenditure report within 2 working days from the book closing date. Meet financial reporting needs as required by management and per IPIA;
- 6- Understand of CARE financial guidelines related to procurement, cost norms, taxation and payments etc and ensure compliance of all financial guideline, policies and procedure, donor, local law when applicable;
- 7- Perform regular internal audit visit to field offices for review of internal control system, accounting books, financial vouchers, etc.;
- 8- Coordinate and support the internal, external and donor audit process. Follow up on all audit findings and recommendation with relevant staff and alert Finance Controller if any potential issues;
- 9- Support Portfolio Managers in Costed Workplan (CWP) preparation and ensure CWP is updated regularly;
- 10- Collate, analyse and report on actual and planned monthly project expenditure, inteprete and communicate with relevant managers, advise of variances against budget and make recommendations for correction action;
- 11- Monitor and report project income and expenditures including monthly budget versus actual project financial report;
- 12- Actively support FC in ensuring timely and sufficient project cash registration every month; and
- 13- Provide finance orientation to the new staff and design capacity building/ refreshment package.

### ACCOUNTING WORKS

- 1- Maintain high level accuracy in preparing bank transfer, issuing cheque and cash payment. Immediately report any discrepancy in cash to the supervisor;
- 2- Maintain the daily key-in of bankbook and cashbook;
- 3- Prepare reconciliation of cash & bank and other balance sheet accounts and Issue monthly Invoice for any receivables;
- 4- Coordinate with HR to calculate PIT, Insurance, all others related to salary included accrual 13th month salary, annual leave, severance allowance and prepare related journal vouchers;
- 5- Prepare declaration on PIT/VAT per law requirements and submit to related parties on time. Deal with local tax authorities to work on PIT/VAT;
- 6- Prepare monthly report for expatriate salary advance and send to CARE Australia;
- 7- Prepare all office journal vouchers such as prepayments, accruals, depreciation;
- 8- Undertake timely filing & stamping of payment voucher & Journal voucher. Ensure all finance document is packing and arranging timely & tidily;
- 9- Co-ordinate with Admin to undertake bi-annually asset and inventory physical count; and
- 10- Provide support and back up for other finance team member when the need is required.

### PARTNERSHIP AND NETWORKING:

- 1- Provide clear explanations of CVN program strategy and CARE's work in Vietnam to internal and external stakeholders; and
- 2- Develop and maintain effective relationships with relevant internal and external stakeholders.

### COMMON ACCOUNTABILITIES FOR CVN STAFF:



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- To proactively participate in the APPA process including the annual appraisal, mid-year review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, and be ready to join any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures;
- Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

### EXPERIENCE AND QUALIFICATIONS:

- Background in finance/accounting (Bachelor in accounting or economics) with minimum 3 years of relevant experience in finance and accounting preferably for an International Non-Government Organisation (INGO);
- Sound knowledge on project financial management, financial analysis, budgeting and reporting;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation detailed transactions;
- Demonstrated ability to build and maintain positive relationships with partners;
- A willingness to learn about CARE, gender equality and women's empowerment ;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills;
- Demonstrated organisational and time management skills, ability to work under pressure, and to organise and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Demonstrated ability to contribute to team objectives and work effectively in a team setting;
- Good communication skills in Vietnamese and English; and
- Intermediate knowledge in Microsoft Office and numeric skills.

**APPROVED BY: CD**

**DATE:**