



## FINANCE OFFICER

### About the role

An exciting opportunity to be an important part of the dynamic finance team of the well-known international NGO who is in-charge of project finance as well as accounting task. Being the finance officer, the post holder will also have great chance at the same time contribute to the programme implementation and development for CARE in Vietnam through working closely with the local partners.

### Key responsibilities

As a Finance Officer, this position 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.

### Why you should apply:

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

### Application Deadline: before 9:00 am on 27 November 2020

Base in Hanoi with travels to project locations in Vietnam to work with partners  
Full time 1 year contract, and will be renewed upon mutual agreement.

### Interested?

Please send your application that includes cover letter explaining briefly your background and experience and why you are an ideal candidate, a CV, and sample work (links or file attachment) 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** is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: [www.care.org.vn](http://www.care.org.vn)

**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 Team Leader.*