



VACANCY ANNOUNCEMENT

Put Your Finance Expertise to Work for Lasting Impact — Join CARE in Vietnam!

About the position

CARE Vietnam is looking for a **Finance Officer** to provide financial management support to assigned projects and local partners, ensuring effective use of funds and compliance with donor requirements and CARE policies.

The Finance Officer is responsible for providing high-quality financial management support to assigned projects, working closely with project teams and budget holders to ensure effective budget utilization, timely expenditure, compliance with donor requirements and CARE policies and procedures. The position plays a key role in supporting accurate financial planning, monitoring project burn rates, identifying potential financial risks, and providing timely financial analysis to facilitate informed decision-making. The Finance Officer also works closely with local partners to strengthen their capacity in project financial management and compliance. This includes providing guidance, monitoring financial performance, and ensuring the timely preparation of accurate, complete, and high-quality financial reports and supporting documentation in accordance with donor and CARE requirements. This full-time position reports to the Accounting Manager and is based in Hanoi, with travel to project locations and partner offices for approximately 10–15% of working time.

Key responsibilities

Project Finance Support (60%)

- **Project Financial Setup and Compliance:** Ensure all required project finance setup and initiation activities are completed accurately and on time following project approval, in accordance with approved procedures and the agreed project finance checklist.
- **Financial Monitoring and Reporting:** Prepare and share monthly project financial reports by agreed deadlines, providing accurate analysis of budget performance, burn rates, variances, and key financial risks, with significant issues proactively communicated to the relevant Project Manager.
- **Budgeting and Planning Support:** Support project teams in developing and revising project budgets, annual budget plans (BAB), Budget Mate submissions, and quarterly forecasts. Ensure all approved budgets and plans are uploaded to PeopleSoft accurately and within established timelines.
- **Audit Coordination and Follow-up:** Support internal, external, donor, and statutory audits by ensuring timely and accurate provision of required financial information and documentation. Monitor implementation of audit recommendations, follow up with responsible staff, and promptly escalate potential risks or unresolved issues to the Head of Program Support.

- **Financial Transaction Review:** Review disbursement requests and supporting documentation to ensure completeness, accuracy, compliance, and eligibility before submission through the JIRA portal for processing and recording in PeopleSoft.
- **Payment Quality Assurance:** Ensure payments are processed accurately and on time, with funds transferred to the correct suppliers, partners, or beneficiaries using verified banking information and approved payment amounts.
- **Month-End Financial Close:** Complete assigned month-end closing activities accurately and within established deadlines to support timely and reliable organizational financial reporting.
- **Project Closure:** Ensure all finance-related project closure activities are completed in accordance with the approved project closure checklist and within required timelines, minimizing financial and compliance risks.
- **Capacity Building and Training:** Design and deliver regular refresher training and financial guidance to CARE Vietnam program staff, and conduct annual finance and compliance training for partners to strengthen financial management capacity and promote adherence to donor and CARE requirements.
- **Business Development Support:** Provide financial analysis and budgeting support for new funding opportunities and project proposals, ensuring budgets are realistic, compliant, cost-effective, and aligned with donor requirements and CARE standards.
- **Other Responsibilities:** Undertake other duties and responsibilities to support the effective functioning of the Finance Team and CARE Vietnam.

Partner Financial Management and Capacity Strengthening (35%)

- **Partner Financial Monitoring and Capacity Strengthening:** Conduct partner financial monitoring visits, internal audits, and support supervision activities in coordination with project teams. Identify capacity gaps, provide practical guidance, and strengthen partners' compliance with donor and CARE financial management requirements.
- **Partner Due Diligence and Contracting:** Ensure all partner due diligence, partner risk assessment, and contracting processes are completed accurately and within agreed timelines to facilitate timely project implementation.
- **Partner Financial Compliance Orientation:** Provide timely orientation and ongoing guidance to partners on CARE financial policies and procedures, donor requirements, financial compliance standards, and Individual Project Implementation Agreement (IPIA) regulations to ensure consistent adherence to applicable requirements.
- **Financial Report and Supporting Documentation Verification:** Review and verify partners' supporting documents, financial reports, and acquittals with high quality and within established deadlines, ensuring that all verification results are accurately recorded and maintained in the verification tracking system.
- **Financial Risk Monitoring and Follow-up:** Monitor partners' financial performance and compliance, identify potential risks and issues, and provide timely recommendations and follow-up actions to ensure effective use of project resources.
- **Partnership Management and Collaboration:** Foster collaborative and professional working relationships with partners to promote accountability, transparency, and continuous improvement in financial management practices.

Safety, Security, Gender, Inclusion and Safeguarding (5%)

- Upholding ethical standards, CARE's Safeguarding Policy and Codes of conduct;
- Understanding of responsibilities with the CI Safeguarding Policy commitments, including signing of the Safeguarding Policy and Code of Conduct, and completing induction and refresher trainings;
- Promoting equal rights and challenging discriminatory norms to achieve social justice;
- Fostering an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives.
- All staff at CARE are expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.

Qualifications and Experience

Minimum Requirements

- Bachelor's degree in Accounting, Finance, Economics or a related field.
- At least three years of relevant professional experience in finance and accounting.
- Demonstrated experience in project financial management, budgeting, financial analysis, monitoring and reporting, transaction reviews and internal controls in a donor-funded project environment.
- Ability to apply financial policies, procedures and internal controls to ensure accurate and timely financial transactions.
- Strong analytical and problem-solving skills, with the ability to identify financial risks and recommend practical solutions.
- Strong interpersonal, communication, teamwork and stakeholder management skills, including the ability to explain financial information clearly to financial and non-financial audiences.
- Ability to plan, prioritize and manage competing deadlines while maintaining accuracy and quality, and to build constructive relationships with partners and colleagues.
- Proficiency in Microsoft Excel and other Microsoft Office applications, and experience with accounting or financial management systems.
- Experience using approved digital and AI tools, such as Claude or Microsoft Copilot, to improve financial analysis, reporting and work processes, with appropriate confidentiality safeguards and verification of outputs.
- Willingness and ability to travel to project locations and partner offices as required.

Desirable

- Master's degree in Accounting, Finance, Economics or a related field.
- Five or more years of finance and accounting experience within international non-governmental or development organizations.
- Strong understanding of donor-funded project finance, compliance and internal controls, with the ability to interpret financial trends and identify improvements.
- Experience in partner financial management, capacity strengthening and compliance monitoring.

How to apply

Applications will be reviewed on a rolling basis, and early applications may be prioritized due to the time-sensitive recruitment schedule.

[APPLY HERE](https://forms.cloud.microsoft/e/iH4sKgBqXw?origin=IprLink): <https://forms.cloud.microsoft/e/iH4sKgBqXw?origin=IprLink>

We invite Vietnamese candidates to submit their application package in English through the [link](#) above no later than **5:00 PM (Hanoi time), 28 October 2026**. Please prepare your application as follows:

- Combine your Cover Letter and Curriculum Vitae (CV) into **ONE PDF file**.
- File name format: Finance Officer_Your Full Name

Please ensure all information is complete and accurate. *Incomplete applications or applications submitted after the deadline or in several separate files* may not be considered. Only shortlisted candidates will be contacted for the next stage of the recruitment process.

Thank you for your interest in joining CARE in Vietnam. We look forward to receiving your application.

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

Safeguarding & Inclusion

CARE is committed to **gender equality, diversity, inclusion, and safeguarding**. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.