



## Senior Accountant, based in Hanoi

HELVETAS Vietnam is looking for a senior Accountant based in Hanoi with travel to provinces for program "PUBLIC SERVICE PROVISION IMPROVEMENT PROGRAM IN AGRICULTURE AND RURAL DEVELOPMENT - PSARD" - funded by the Swiss Agency for Development and Cooperation in Vietnam (SDC/Hanoi). The objective of the program is poverty reduction and improved livelihood. The program will contribute to province and district-wide mainstreaming of participatory local planning, financial decentralization and improved public service delivery in agriculture. The program focuses its activities in disadvantaged areas of Hoa Binh and Cao Bang provinces. Please visit our website [www.helvetas.org.vn](http://www.helvetas.org.vn) for more information about this project.

### DUTIES & RESPONSIBILITIES

Support provincial management units (PPMU) in Hoa Binh & Cao Bang and Hanoi Coordination Office to ensure the smooth operation and achievement of the accounting task in an efficient, effective and accountable manner.

### SPECIFIC TASKS

#### Support Provincial Project Management Units (PPMUs) in Hoa Binh and Cao Bang

- Support PPMUs in setting up an accounting / administrative system in line with donor (SDC) and the province's requirements;
- Coach and support PPMU's accountants to make sure the daily accounting works are in line with donor's requirement, manual, project document, program cost norm;
- Check accounting document, consultancy contract, supplier contract of PPMU regularly to ensure the correct use of donor's fund;
- Supervise, facilitate and support PPMUs to deliver financial reports in time and as per requirements;
- Participate in the monitoring of the Commune Development Funds (CDF);
- Provide support in collaboration with the program officers for the capacity building of the local partners at all levels as required

#### Accounting and Administrative tasks in the Hanoi coordination office

- Check daily accounting document (under Helvetas mandate), make sure its in line with budget, regulations, consultancy contract (if any)
- Provide information and advice to STA for resolving any financial issues.
- Support PS-ARD team in the Hanoi Coordination Office in administration work.

#### Required qualifications

- University degree and at least 5 year practical working experience in financial and/or accounting field
- Strong coaching skill
- Practical experience with accounting software and Computer literate on MS office software.
- Willingness to travel to remote places upon request.
- Team oriented spirit with inter-personal and cross-cultural communication skills and outcome oriented spirit.
- Good command of Vietnamese and English.

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Ngo Kim Yen, Project coordinator, email: [kim.yen@helvetas.org](mailto:kim.yen@helvetas.org) and Ms Nguyen Tu Anh, Human Resource Manager, email: [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org) or post to P.O. Box 81, Hanoi, 298F Kim Ma Street, Hanoi before 30<sup>th</sup>, November 2011. Only short listed candidates will be contacted.