

TITLE: Finance Assistant	
TEAM/PROGRAMME: Finance	LOCATION: Ho Chi Minh
GRADE: TBC	CONTRACT LENGTH: 2 years, renewable
<p>CHILD SAFEGUARDING: 2</p> <p>Level 2: <i>either</i> the post holder will have access to personal data about children and/or young people as part of their work; <i>or</i> the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>In collaboration with and under the supervision of the Senior Finance Officer, to ensure that the financial policies and procedures, control and system are followed/ implemented properly in accordance with Save the Children, donor regulations and government laws as.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Senior Finance Officer Staff reporting to this post: 0 Direct: 0 direct line report Indirect : 0 in direct line report Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p><u>Key accountabilities</u></p> <p>The following are the main accountabilities:</p> <p><i>Advance/Payment/Expenses</i></p> <ul style="list-style-type: none"> - Check office and programme advance/Payment/ expenses for Southern Office: ensuring they are processed on time and in line with SCI and donor financial requirements; - Process bank payment for office and programme expenses in due time for the Southern Office. <p>Month end/Year end procedures</p> <ul style="list-style-type: none"> - Strictly follow up SCI financial calendar, support Finance Officer in processing and posting all needed expenses in the period to Agresso before the month end date; - Post expenses of awards closed in the period in due time. - Support Finance Officer in controlling advance, receivables payables for Southern Office and clearing them in due time in line with SCI procedures. - Support Finance Officer in reconciling all balance sheet accounts before the hard close for the Southern Office. <p><i>Partner Management:</i></p> <ul style="list-style-type: none"> - Do the first review of partners’ financial reports and advance before submitting them to Finance Officer for verification; - Conduct partners financial visits when required; 	

- Conduct partners assessment and induction when required;

Support for the process of external and internal audit

- Help to locate accounting documents when the audit conducted is conducted at the SC Office;
- Implement and follow up the implementation of auditors' recommendations.

Other Tasks:

- Support the CO when needed in loading phased budgets, GLACOS, DEAs, CAM Mapping into the Agresso.
- Be the focal point in the Southern Office to provide system technical support before having to seek support from CO or FMS support.

Working contacts

- Internal: Finance and Support Service Director, Finance Manager, HCM Finance Officer, Programme and Finance Staff
- External: Government Agencies, INGOs, donors, suppliers of goods and services

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's degree in finance or related subjects

EXPERIENCE AND SKILLS

Essential

- At least 2-3 years experience in finance and accounting tasks, preferably in international organizations, INGOs and/or bilateral organization
- Good understanding of Vietnamese government system and international development arena

- Good financial management skill
- Have strong sense in compliance
- Good interpersonal, communication and teamwork skills
- Fluent English speaking and writing skills
- Proven commitment to children rights and equality of opportunity
- Good computer and IT skills

Desirable

- Knowledge of Vietnam development issues and NGO networks

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Vu Tuong Anh

Date: Jan 2021

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: