

TITLE: Accounting and Partner Coordinator	
TEAM/PROGRAMME: Finance	LOCATION: Ha Noi
GRADE: TBC	CONTRACT LENGTH: 2 year with possibility of extension
<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>The position will take lead of Accounting and Partner team to ensure to ensure the integrity, transparency and compliance of financial and accounting information in Save the Children (SCI) and it’s partner by maintaining up-to-date and user friendly financial system and carrying out smoothly and in strict accordance with general accounting principles, SCI accounting policy, donor rules and regulations and to ensure finance management both in SCI’s and partner’s office to be implemented soundly and efficiently. Lead the finance (accounting) team and participate in financial policy development as well as identify Financial risk and capacity gaps for future action.</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: Finance Manager Staff reporting to this post: Direct line: 3 staff; Indirect line: 2 staff 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><u>Accounting</u></p> <p><u>Month end/year End</u></p> <ul style="list-style-type: none"> - Take the lead to ensure all steps in month end/year end checklist are strictly followed; - Take the lead on balance sheet account management and ensure strong/healthy balance sheet and its management indicators; - Take the lead in order to ensure Monthly Financial Report and Monthly Control Checklist Report are submitted on time and with high quality; - Take the lead on preparation of Year End Return (YER) packages for Finance Manager Review (YER, Disclosure) - Coordinate with all offices (Hanoi, HCM, Danang and Hai Phong) in order to ensure payment and expense processing to be done and recognised in the system in due time in order to help achieving KPI on Budget Vs Actual. 	

- Work closely with Supply Chain team to ensure stock check is done properly and Total Inventory Management System Reconciliation done timely with high quality;
- Coordinate with Human Resource team and ensure Annual leave Reconciliation is properly done;
- Coordinate with Human Resource team so as to have information for staff changes updated in due time in software for the purpose of monthly salary calculation, ensuring monthly staff salary to be calculated correctly and transferred timely to staff;

Supervision of Daily Accounting at all offices

- Ensure accounting tasks to be done timely and correctly specifically:
 - Bank books and cash book are updated daily;
 - Difference between bank book is reconciled;
 - No difference between actual cash balance (in safe box) and balance as per cash book.
 - Debtor balance is updated and cleared within due date;
 - Creditor balance is updated and settled within agreed terms;
- Provide technical guidance to Lao Cai Office (Sponsorship project) in terms of accounting.

Cash Forecast/Banking and Cash Management

- Take the lead in cash management for the country ensuring monthly cashflow forecast is prepared and submitted on time, no bank overdraft at any time and cash reserve being within limit;
- Coordinating the process of bank and cash reconciliation, cash count at the month end;
- Ensure bank authority arrangement to be updated timely when needed.

Internal Control Policies Development

- Coordinate the process of SCI internal control policy development, rolling out and implementation (including but not limited to accounting policy, payment policy, cost norm, partner guidelines);
- Take the lead in the policy induction/training process so as to ensure staff understand and apply correctly the policies;

System Maintenance Tasks

Agresso (Financial Management System - FMS) is kept clean and accordance to Global Policy ensuring:

- New codes are created on timely basis.
- All users must have passwords to log into Agresso
- Data is backup as scheduled
- Budget code are correctly recorded in to FMS and appropriately charged into approved grant
- A central filing system is in place and easy to trace back
- All donor budgets are mapped with organisation's code before posting to FMS.

Partner Financial Management:

Review of Partner Advance and Reports

- Supervise the process of reviewing partner reports so as to ensure the reports data are well justified by accounting books, cost items are justified, being within the budget and cost norm;
- Supervise the process of reviewing partner advance request, ensuring advance is within the approved budget, in line with the partner disbursement capacity, avoiding the situation that partner cash balance being high;
- Monitor the progress made by the team regarding partner report and advance review so as to ensure it is done in due time, in line with plans, to timely notice and fix any issues/problems that can prevent partner reports and advance to be timely recognised in the system;
- Provide technical guidance to Lao Cai office (Sponsorship) concerning partner financial management.

Partner Capacity Building

- In collaboration with other teams, ensure Accounting and Partner Management team to conduct partner assessment in due time so as to identify properly partner strength and weakness;
- Take the lead in the process of partners' training including financial management training and on fraud raising awareness;
- Ensure finance team members provide sufficient training to partners: for new partners, induction is compulsory; for on-going partners, refresh training is needed and refresh training should focus on partners' weaknesses which have been pointed out during finance visits and assessment;

Partner Close Out

- Ensure proper handover before final payment (hand over of equipment/asset hand over).
- Ensure close out checklist signed for close out process.

Tax Management

- Be focal point in finance team to ensure personal income tax for staff both national and international, or Foreign Contractor Tax to be declared and paid in due time in line with current law and regulations
- Do year end tax finalisation and submit to tax authority in due time;
- Support Finance Manager to ensure all Government policies, regulations with regard to PIT, Foreign Contractor Tax - FCT, VAT are strictly followed by SC.
- Be focal point in tasks regarding VAT refund for projects, providing guidance to partners on this if required;

Staff Management and Staff Capacity Building:

- Manage finance staff under Accounting and Partner Management with direct reports (03) and indirect reports of 2 staff including recruitment; performance review and career development;
- Support staff at the field offices for capacity building, setting up Develop to Perform (DtP) objectives, DtP review, talent development;
- Take part in the recruitment of Project/Programme Manager;
- Provide capacity building for staff including training and development of financial skills for both finance and non-finance staff;
- Support budget holder training (Budget Holders induction, annual Budget Holder training, ad hoc Budget Holder training);
- Ensure members of Accounting and Partner Management team having sufficient knowledge about SCI system, policy, regulations through technical meetings, on the job training, coaching.

Support/Back up and other tasks

- Act on behalf of Finance Manager when required;
- Play back up role for Senior Finance Monitoring Officer when required;
- Ensure the Accounting and Partner Management team follow well SCI safeguarding policy in any team tasks and activities;
- Be a member of Country fraud focal point team.

Working contacts

- Internal: Finance Manager, Finance and Support Services Director, Senior Management Team, 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 relevant subject, MA is preferable

EXPERIENCE AND SKILLS

Essential

- At least 7-10 years experience in financial management, preferably in international organizations, INGOs and/or bilateral organization
- Solid understanding of Vietnamese government system and international development arena
- Good financial management skill
- Have strong sense for compliance
- Having hand-on experiences in working with different accounting soft ware
- Proven knowledge and skills in staff management
- Good problem solving and negotiation skills
- Excellent interpersonal, communication and teamwork skills
- Excellent prioritization skill and ability to coordinate a variety of work activities
- 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: August.2021
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: