

TITLE: Finance Officer	
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 be in charge of accounting for Save the Children (SCI) and its partner expenses, handling function of payment in Country Office. This position is also responsible for supporting the function of accounting in HCM office. He/she should support Accounting and Partner Coordinator so as to ensure the integrity, transparency and timeliness of the expense data recognised in the system in line with General accounting principles, SCI policies and donor rules and regulations.</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: Accounting and Partner Coordinator Staff reporting to this post: No Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p><u>Key accountabilities</u></p> <p>The following are the main accountabilities:bbv</p> <p><u>Accounting</u></p> <ul style="list-style-type: none"> - Strictly follow steps in month end/year end checklist; - Support Accounting and Partner Coordinator in maintaining strong/healthy balance sheet and its management indicators; - Be in charge of reviewing, verifying and recognising expenses implemented directly by HCM office; - Handle the function of payment, ensuring payment to be correctly and timely made; - Carry out reconciliation between physical stock and stock data recognised in the accounting system when required by Accounting and Partner Coordinator; - Carry out Annual leave Reconciliation when required by Accounting and Partner Coordinator; - Support Accounting and Partner Coordinator in montly payroll processing and payment at the month end; - Do staff costs allocation at the month end; - Calculate and process Final Payment for left staff; - Support Accounting and Partner Coordinator in preparing monthly cash forecast to be submitted to ARO; 	

- Carry out the process of bank and cash reconciliation including for Ho Chi Minh Office, cash count at the month end;
- Support Accounting and Partner Coordinator to ensure bank authority arrangement to be updated timely when needed.

Internal Control Policies Development

- Support Accounting and Partner Coordinator in 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);
- Provide policy induction/training to staff so that staff can 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 filling system is in place and easy to trace back
- All donor budgets are mapped with organisation's code before posting to FMS.

Tax Management

- Calculate, declare and process payment of personal income tax for staff both national and international, or Foreign Contractor Tax in line with current law and regulations
- Support Accounting and Partner Coordinator to do year end tax finalisation and submit to tax authority in due time;
- Support Accounting and Partner Coordinator to ensure all Government policies, regulations with regard to PIT, Foreign Contractor Tax - FCT, VAT are strictly followed by SC.
- Support Accounting and Partner Coordinator in tasks regarding VAT refund for projects, providing guidance to partners on this if required;

Staff and Budget Holder Training

- 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);

Support/Back up and other tasks

- In charge of filing of hard copies for accounting, payment documents;
- Support partner accounting when required (partner assessment, training, reviewing partner financial report and advance);
- Back up FP&A team in task of budget phasing during forecast period when needed;

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: