



## **National Institute of Malaria, Parasitology & Entomology**

34 Trung Van, Nam Tu Liem, Hanoi - Vietnam. Tel. 84.438543035.

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### **TERMS OF REFERENCE**

**Job title:** Accountant cum cashier

**Duration:** 1 November 2021 – 31 December 2023

**Duty station:** Hanoi

**Responsibilities and tasks:**

- 1) Receive, check and submit to the chief accountant for approval all accounting documents (income and expenses) of the Project as prescribed.
- 2) Perform accountings, payments, and financial reports according to Circular 107/2017/TT-BTC.
- 3) Prepare receipts, payments and bank orders on Bravo software according to the arising time. Assist the Chief Accountant in managing cash books. Assist in preparing financial reports and progress reports to the Ministry of Health, Project Director and the Donor as required.
- 4) Calculate and collect/deduct income tax of the PMU staff for monthly tax reporting. Contact insurance companies to pay social insurance, health insurance for PMU staff. Synthesize and provide documents for VAT refund to the Project Director according to the regulations.
- 5) Conduct cash inventory at the NIMPE PMU monthly. Make a payroll for the NIMPE PMU staff.
- 6) Involve in preparation and organization of annual project independent audit.
- 7) Carry out other tasks assigned by the Head of the NIMPE PMU.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Bachelor in accounting or finance ;
- Experience in financial and accounting work;
- Working experience of budgeting, planning and reporting on foreign funded programmes/Global Fund supported projects is preferable;
- Good knowledge in administrative and accounting regulations and procedures of the GoV;
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software;
- Good spoken and written of English;
- Ability to work in teams, especially to work independently and to maintain flexibility in working hours;
- Willing to undertake regular field visits and interact with different stakeholders.

**Director of NIMPE**

**Tran Thanh Duong**