

<b>TITLE:</b> Finance Assistant	
<b>TEAM/PROGRAMME:</b> Finance	<b>LOCATION:</b> Ha Noi
<b>GRADE:</b> TBC	<b>CONTRACT LENGTH:</b> <b>1 year with possibility of extension</b>
<p><b>CHILD SAFEGUARDING: 2</b></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><b>ROLE PURPOSE:</b></p> <p>In collaboration and support Finance Monitoring Officer, Finance Analyst and under the supervision of the Senior Finance Monitoring Officer, to help in the finance monitoring visits, financial planning process and the development of needed financial analysis in order to provide relevant financial information, finance visit findings for higher level decision making. To back up the function of bank payment in order to ensure timely payment.</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><b>SCOPE OF ROLE:</b></p> <p><b>Reports to: Senior Finance Monitoring Officer and dotted line to Senior Finance Officer (FP&amp;A)</b> <b>Budget Responsibilities: N/A</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <p><b><u>Key accountabilities</u></b></p> <p>The following are the main accountabilities:</p> <p><b><u>Finance Monitoring Visits</u></b></p> <ul style="list-style-type: none"> <li>- Support the tasks of checking/auditing of transactions through Online Proucement system on monthly basis (all offices);</li> <li>- Support the monitoring visits to Partners (both offline and online).</li> </ul> <p><b><u>Budgeting/Reporting/Financial Analysis</u></b></p> <ul style="list-style-type: none"> <li>- Support FP&amp;A team in budget phasing process during forecast period (1<sup>st</sup>, 2<sup>nd</sup>, Annual budget);</li> <li>- Support FP&amp;A team in timely preparing donor financial reports;</li> <li>- Support Senior Finance Officer in preparing PACCOM report.</li> <li>- Load DEAs, Map CAM and Premise Codes to new awards.</li> <li>- Do the enquiry in the accounting software to obtain data from Accounting Software for the purpose of financial analysis</li> </ul> <p><b><u>Payment Processing</u></b></p> <ul style="list-style-type: none"> <li>- Support Finance Officer to run bank payment when needed, ensuring payment being made in due time;</li> </ul>	

### **Capacity Building for Staff, Budget Holders and Partners**

- Support in training to staff and budget holders both online and offline when required (preparing materials, training tools)
- Support in providing technical guidance to BHs with regard to budget phasing.
- Support in training to partners including financial management training and on fraud awareness raising.

### **Other tasks**

- Support Finance Officer in filing work when needed.

### **Working contacts**

- Internal: Finance and Support Services Director, Finance Manager, Senior Finance Officer, Programme and Finance Staff, RO/FMS Agresso Lions.
- 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 3 years experience in financial management, preferably in international organizations, INGOs and/or bilateral organization
- 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: September 2021**

**JD agreed by:**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**