

February 6, 2023

POSITION ANNOUNCEMENT

Finance and Operations Manager, USAID Vietnam Climate Resilient Agriculture Development in the Mekong Delta Activity

LOCATION: Hanoi, Vietnam
GROUP: Environment & Energy
PROJECT: USAID Vietnam Climate Resilient Agriculture Development in the Mekong Delta
REPORTS TO: Chief of Party

POSITION SUMMARY:

Winrock International works with people around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock is seeking a Finance and Operations Manager to be part of a dynamic team in implementing an anticipated \$25-49.99 million dollar USAID-funded project to address climate resilient agriculture development in Vietnam's Mekong Delta.

In conjunction with the Chief of Party, the Finance and Operations Manager ensures the effective financial and administrative functions of the project. This includes managing financial, tax, and human resources administration, as well as managing procurement and logistics processes in alignment with project requirements and standard operating procedures.

The position is contingent upon receipt of donor funding.

ESSENTIAL RESPONSIBILITIES:

- **Financial Administration**
 - Work closely with the COP to prepare monthly cost projections for office running costs, including transportation, office supplies, office maintenance, etc.
 - Coordinate with field managers in the management of petty-cash account and petty cash disbursement ensuring all associated supporting documents are in order.
 - Keep records of staff travel and operational advances and make sure timely adjustment, medical allowance, and annual leave record.
 - Prepare payroll for the project staff, distribute salary slips and transfer the salary to individual staff bank account every month after approval from COP.
 - Maintain payroll liabilities record including severance, bonus and leave encashment. Update liabilities after increment of individual staff salary.
 - Prepare monthly finance report and bank reconciliation and submit them to Winrock's Regional Finance team on a monthly basis for review and approval.
 - Prepare bank disbursement vouchers and payments and ensure all financial transactions are in compliance with Winrock International policies and procedures. Gather and review all required supporting documentation prior to issuing payment.
 - Verify accuracy of all invoices and assure proper allocation of expenditures to funding source and expense categories.
 - Work with program staff to prepare monthly wire/fund request to transfer funds from US.
 - Work closely with Winrock's Home Office finance staff to resolve issues, address concerns and respond to requests for financial information.
 - Serve as focal point for local staff on questions regarding financial matters.

- **Tax Administration**
 - Calculate payroll tax liabilities and ensure compliance with both Vietnam legal requirements and Winrock International human resources policies, including income tax, social security and withholding tax etc.
 - Stay informed of changes to Vietnamese tax laws and ensure proper payment of income tax, social security, office-space related taxes, etc.
- **Human Resources**
 - Conduct new hire orientation and code of conduct training and serve as focal point for questions regarding administrative procedures, including time sheets, benefits, etc.
 - Coordinate the annual performance review process in collaboration with the COP.
 - Ensure personnel files including new hire documentation, employment contracts, annual performance review files, etc. are accurately completed and maintain physical and electronic personnel files.
- **Procurement**
 - Manage procurement actions (purchase orders and service contracts) for vehicle services, technical services, equipment, office supplies etc. from start to finish including solicitation, selection, negotiation, documentation of solicitation/selection processes, and record retention.
 - Monitor office inventory including furniture, IT equipment, etc. per Winrock requirements.
 - Support, whenever needed, field managers with procurement of technical equipment, and coordinating logistics.
 - Ensure full compliance with Winrock policies and procedures.

QUALIFICATIONS AND BACKGROUND:

- **Education:**
 - Academic degree in business administration, financial accounting, or related field. Master's degree or higher strongly preferred.
- **Experience:**
 - Minimum 7 years of experience in finance and operations leadership, grants management experience strongly preferred.
 - Minimum 3 years of senior supervisory experience in accounting, payroll, procurement, and logistical support services.
 - Minimum 5 years managing finance and operations on USAID funded programs.
 - Accounting/audit certifications highly preferred.
 - Experience successfully managing payroll and tax administration according to Vietnam laws and regulations.
- **Skills/Knowledge:**
 - Microsoft Office computer skills.
 - Knowledge of QuickBooks accounting software.
 - Good communication and organization skills.
 - Excellent written and oral communication skill in English required, professional fluency in Vietnamese preferred.

Please submit your CV and application here: [Finance and Operations Manager, USAID Vietnam Climate Resilient Agriculture Development in the Mekong Delta Activity](#) by 28 February 2023

About Winrock International

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization.

Learn more about our projects: <https://winrock.org/>