

JOB DESCRIPTION



Job title	Program Finance Coordinator / AFD-GEVEE Program	Office	Laos / Vietnam
Type of employment	One year – renewable	Department	Finance & Admin department
Reports to	Country Director	Functional reports to	Asia Director of Finance and Admin
Career Band	Professional staff	Grade	E
Background	<p>Aide et Action International to become Action Education is an international association for development through education, has been ensuring access to quality education for the most vulnerable and marginalized populations, especially children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world.</p> <p>We promote lifelong learning because access to quality education helps to fight poverty and disease, limit climate change and build peace in a sustainable world. We focus on early childhood care and education, access to and quality of education at primary and secondary levels, as well as vocational training and social inclusion. Based on the values of dignity, inclusion and integrity, as well as on the principles of transparency, accountability and solidarity, we are running 91 projects in 20 countries in Africa, Asia and Europe - including France - for more than 1.5 million people.</p> <p>Our Vision: Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.</p> <p>Gender Equality through Vocational and Entrepreneurship Education (GEVEE) is a unique cross-cultural initiative which will address gender inequalities in Laos and Vietnam and promote the empowerment of young women through economic opportunity, and advocacy for changing perception. GEVEE responds to the stated needs of these two countries to achieve gender equity within every facet of their societies. The project will work with local government actors, private sector, and CSOs specializing in gender, local economic development, and multi-stakeholder dialogue to bring about these changes with the co-financing by the Aide et Action International and Agence Française de Développement (AFD).</p> <p>The project will capitalize on current successful initiatives led by AEA and partners in two countries, utilize learning from other gender projects, and will benefit from expertise in gender, and local economic development of two-implementing partners, Phase I will set the foundation for an eventual GEVEE. Phase II and will contribute to the blueprint for AEA to integrate gender into its regional projects and programs.</p>		

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<p>Position Overview</p>	<p>The primary responsibility of the Finance Coordinator will be responsible for reviewing financial reports from the countries program and partner members both Laos and Vietnam, oversee the partnership management, compliance aspect for the program’s members, and assuring the program fund are well manage, effectively and efficiently use and accountable to donor, management, stakeholders, and compliance AFD rules regulations. Consolidate program financial report to Program Management Team and Donor.</p> <p>She/he will work closely with the Finance and Administrative staff of country program and support to finance and project in managing and controlling overall the accounting, financial reporting functions, grant compliance, audit and internal controls, and develop general control over program management.</p>
<p>Core Accountabilities</p>	
<p>Principle duties and responsibilities</p> <ul style="list-style-type: none"> 👉 Closely monitor all project financial activities, budget spending and keep the program manager advised of all situations which have the potential for a negative impact on internal controls or financial management performance. 👉 Ensure that donor compliance is adhered by all program members; that all financial records and accounts are compiled in time, accurately and in line with international accounting standards and donors mainly AFD regulations. 👉 Prepare the project monthly/quarterly budget versus actual reports with guidance from Asia Director of Finance & Admin, Program Manager, identify the bottlenecks and suggest solutions to these. 👉 Review financial reports and transactions provided by the partners and project stakeholders on a timely basis, and provide feedback to partners as required matrix work Finance team cross inter-connected countries program. 👉 Coordinate and assist country finance team and operational team in the GEVEE program annual budgeting and planning process; administer and review all financial plans and compare to actual results – Budget Burn Rate with a view to identify, explain, and correct variances as appropriate. 👉 Produce program level finance reports for submission to donor as per contractual obligations and o necessary financial documents and reports for submission to AFD. 👉 Coordinate and support the program expenditures verification audits and provide technical financial input to internal audits within the program. 👉 Undertake other related duties as may reasonably be assigned by the GEVEE Program manager. <p>Team Contribution</p>	

- 👉 Constructively contribute and collaborate with all colleagues to achieve the organizational goals.
- 👉 Deliver high quality work that provides a conducive environment to our operating environment.
- 👉 Comply with all legislations and the organization's policies and procedures.

Values and Behaviour

- 👉 Promote and be a role model to support organizational culture, growth, performance and image.
- 👉 Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO).
- 👉 Actively demonstrate the organizational values and Principles:
 - **Dignity**
 - **Inclusion**
 - **Integrity**
 - **Solidarity**
 - **Transparency and Accountability**

Criteria

Qualification	<ul style="list-style-type: none"> 👉 A Minimum requirement is a Bachelor's degree and/or professional qualification in Accounting, Finance, Business Studies, Auditing, Economics or related field. 👉 Broad knowledge with key donors including AFD, European Union, USAID.
Experiences and Skills	<ul style="list-style-type: none"> 👉 At least 5 years of relevant experience in the NGO sector in managing the program and administration funded by AFD, European Union, or international donors, and/or other bilateral/multilateral donor funding, private corporate, private foundations. 👉 Good analytical and interpersonal skills. 👉 Ability to carry out responsibilities independently with minimal technical support. 👉 Demonstrated budgeting and monitoring and control skills. 👉 Excellent computers skills, particularly with MS- Office Package. Master in advance excel is preferred.
Core Competencies	<p>Possess intermediate level in following core competency:</p> <ul style="list-style-type: none"> 👉 Leading for Change: Capable of developing strategic shifts to adapt to the changing environment that keep the organization relevant and competitive. 👉 Working with People: Show respect for the views and contribution of other team members; show empathy; listen, support and care for others. Consult others and share information and expertise with them; build team spirit and reconcile conflict; adapt to the team and fit in well. 👉 Drive for Results: Set high standards for quality of work in the project work plan; monitor and maintain quality of work; work in a systematic, methodical and orderly way; consistently achieve project goals; focus on the needs and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.

	<ul style="list-style-type: none"> 🔥 Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy.
Others	<ul style="list-style-type: none"> 🔥 Technical knowledge in Gender. 🔥 An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding culture. 🔥 Ability to be flexible in the face of changing priorities. 🔥 Good command in English. French is an asset

<p>How to apply</p> <p>Interested candidates who meet the qualifications are invited to send their CV and a cover letter in English with the subject title [AEA-PM-GEVEE-Candidate name] to the following address: hr.vietnam@action-education.org Application Deadline: 10 March 2023</p> <p>Note: Aide et Action may interview the candidates on a rolling basis. The position is available to be filled immediately. Only shortlisted candidates will be contacted for the further information and discussion.</p>
