

<b>TITLE:</b> Finance Officer (Monitoring)	
<b>TEAM/PROGRAMME:</b> Finance	<b>LOCATION:</b> Ha Noi
<b>GRADE:</b> 5	<b>CONTRACT LENGTH:</b> 1 year with possibility of extension
<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>The main role of Finance Officer (Monitoring) is be responsible for conducting internal monitoring process across all offices of Save the children in Vietnam as well as partners financial monitoring visit so as to timely find out financial and management gaps and recommend the way to fix those.</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: Finance Coordinator (Monitoring)</b>  <b>Staff reporting to this post: No</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>Implementation of Finance Visits/Internal Audit</b></p> <p><u>Implementation of finance visits to Partners</u></p> <ul style="list-style-type: none"> <li>- Support Finance Coordinator (Monitoring) in order to develop a partner finance visit plan for the whole year;</li> <li>- Carry out finance visits in due time so as to identify financial management gap, ensuring financial minimum standards related to partners are properly adhered to and followed up;</li> <li>- Implement proper financial close out visit before grant ended;</li> <li>- Support Finance Coordinator (Monitoring) to ensure finance visit recommendations are followed and implemented.</li> </ul> <p><u>Internal Audit to all Offices</u></p> <ul style="list-style-type: none"> <li>- Carry out internal audit to all Offices on monthly basis according to timeline which is already communicated to and agreed by staff; The audit will cover the check on the compliance in the Finance, Procurment and Human Resources sections;</li> <li>- Provide proper and timely recommendations for the improvement of compliance issues;</li> <li>- Follow up on the implementation of those recommendations.</li> </ul>	

#### **Finance visit tool**

- Support Finance Coordinator (Monitoring) in development of comprehensive tool kit for partner finance visit and for sub-office internal audit
- Support Finance Coordinator (Monitoring) in developing, refining online visit tool kits.

#### **Working with External Audit**

- Support the planning for external audits in due time;
- Develop Terms of Reference for external audit in line with donor requirements;
- Prepare project Financial Statements for auditing purpose;
- Coordinate with programme teams in the field to arrange for auditors' field trips, accompanying external audit to the field when required;
- Coordinate with award teams for the set up of debrief and exit meetings;
- Take part from finance side in this debrief and exit meetings;
- Work with external auditors on the audit reports, ensuring audit reports timely submitted, no qualified report, no pending audit recommendations;
- Support Finance Coordinator (Monitoring) to ensure Budget Holders, partners understand their responsibilities in responding to auditors queries and follow up auditors' recommendation

#### **Risk Management and Fraud Management**

- Support Finance Coordinator (Monitoring) in identifying risks and recommend timely actions to prevent risks;
- Support Finance Coordinator (Monitoring) in updating country Risk Management Plan when required;
- Be member of country fraud focal point team;
- Support the deliver of fraud awareness raising to staff and partners and fraud ToT training in Country;
- Conduct investigation process when required.

#### **Staff and Partner Capacity Training**

##### 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);

##### Partner Capacity Building

- Conduct partner assessment in due time so as to identify properly partner strength and weakness;
- Deliver partners' training including financial management training and on fraud raising awareness: for new partners, induction is compulsory; for on-going partners, refresh training is needed and refresh training should focus on partner's weaknesses which have been pointed out during finance visits and assessment;

#### **Others**

- Support in developing Training packages to partners; Training courses to partners are delivered when needed;
- Support in developing training package to finance and non-finance staff;
- Support review of transactions gone through Prosave when needed;
- Support Financial Planning and Analysis team during forecast period;

**Working contacts**

- Internal: Finance Manager, Director of Finance & ICT, 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 3-5 years experience in financial management, preferably in international organizations, INGOs and/or bilateral organization
- Solid understanding of Vietnamese government system and international development arena and other coworkers
- Excellent attention to detail to review large amounts of data and numbers
- Excellent research skills to find all related information needed
- Proficiency in accounting software and spreadsheets
- Good problem solving and negotiation skills
- Excellent interpersonal, communication and teamwork skills
- Excellent prioritization skill and ability to coordinate a variety of work activities
- Strong communication skills to work with Accountants and other coworkers
- Exceptional mathematical skills to verify entries

- Good critical-thinking skills to gather all of the available data and make informed decisions
- 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:**