

## JOB DESCRIPTION

<b>Title</b>	Project Finance Officer (PFO)
<b>Location</b>	Quang Tri
<b>Reporting to</b>	Senior Project Finance Coordinator (SPFO)
<b>Staff reporting to this position</b>	PFA

### Summary of the Position

The PFO is responsible for project level bookkeeping and accounting of the assigned projects.

### Specific Areas of Responsibility

- Ensure payment requests are properly supported with documents, which are in accordance with MAG's financial policies and procedures.
- Process receipts/payments/funds transfers.
- Provide clarification upon requested
- Ensure the accuracy and completeness of financial transactions. Make sure that all transaction are properly accounted for and duly approved.
- Entry all transactions into cashbooks daily and make sure all information on description, coding and amount is correct .
- Manage financial documents systematically including vouchers, signed cashbook and other related documents in a secure place.
- Manage monthly expenses (electric, house rental, advance, partners, cleaners,..)
- Reconcile bank account and monthly bank charge. Liaison with bank for any issue relating to transactions or bank paperworks.
- Implement of VAT reimbursement process.
- Manage Preferred Supplier Agreement (PSA)
- Manage Filemaker for Voucher transactions and suppliers.
- Manage scan Vouchers.
- Make sure monthly PIT report are done and submitted by online with deadline and deal with tax authority for related matters
- Support HR dept in PIT finalization by providing payment documents required
- Deal with insurance authority for reconcile insurance payments and reconcile with suppliers (or others) for payments in needed.
- Co-operate with Administration/logistic section by providing payment information relating to asset monthly
- Advise other staff for any relating to finance issues, consult with Line Manager or higher level when needed
- Support internal, external and donor audit process.
- Undertake other duties as directed.

## Person Specification

### Knowledge

- Good proficiency in finance skills.
- Demonstrating high attention to details and commitment to accuracy and integrity.
- Good written and reporting skills in English.
- To always work within the MAG Code of Conduct.

### Grade

This position has been graded at Grade .... of the MAG Vietnam Salary Scale. This grading has been based on the following minimum competency and experience criteria.

<b>Competencies</b>	Ability to line manage and supervise other team members as necessary.
	Responsibility and accountability for specific functions at a provincial level.
	Can be requested to attend senior level MAG meetings and contribute to internal provincial planning.
	Can be expected to represent MAG in place of other senior MAG personnel.
<b>Experience</b>	At least 2 years experience working with MAG or in a similar role.
	Must be able to work and communicate in English.

## Agreement & Acceptance

By signing this document I agree to undertake the above duties on behalf of MAG.

Post Holder Name:	Post Holder Signature:	Date:

Accepted and Approved by Line Manager on behalf of MAG

Line Manager Name:	Line Manager Signature:	Date:

*Last updated Jul 2020*