

TITLE: Finance Coordinator (Financial Planning and Analysis)	
TEAM/PROGRAMME: Finance	LOCATION: Ha Noi
GRADE: 4	CONTRACT LENGTH: Definite
<p>CHILD SAFEGUARDING: 2</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>ROLE PURPOSE:</p> <p>In collaboration with and under the supervision of the Director of Finance and ICT, to ensure that good financial planning is in place and to follow up on financial portfolio management, developing needed financial analysis in order to provide relevant financial information for higher level decision making. Support Budget Holders in the annual financial planning and quarterly budget revision by providing updated actual expenditures, latest budgets, and past financial information. Ensure budget management and financial analysis matters are completed in a timely and accurate manner.</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>SCOPE OF ROLE:</p> <p>Reports to: Director of Finance & ICT Staff reporting to this post: Finance Officer Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p><u>Key accountabilities</u></p> <p>The following are the main accountabilities:</p> <p><i>Budgeting and BvA Preparation</i></p> <ul style="list-style-type: none"> - Support Program team to develop proposal budgets in collaboration with programme teams; - Support Director of Finance & ICT to play as a coordinator between teams (finance, programme and award) in the process of annual forecast development; - Make sure soft loader budgets are phased, reviewed and loaded to the system in due time for the purpose of forecast preparation; - Provided needed inputs to the forecast template and review all the budget to ensure soft loader budgets are reflected correctly in the template and needed costs (Staff costs, Overhead costs) are reasonably calculated; - Be responsible for preparing and reviewing and verifying revised award budget; - Ensure DEAs are created and loaded to the Agresso in due time; - Ensure new awards are mapped with CAM and Premise DEAs in the Agresso; - Work with Award team to make sure that FS budgets are activated in line with the budget structure approved by donor and inline with the structure we have to comply when preparing donor reporting; - Ensure monthly CO BvA sent to all PMs in due time, obtaining explanations for variance; - Support Director of Finance & ICT in monthly finance call for FP&A part. 	

Financial Portfolio Analysis

- Support the **Director of Finance & ICT** in maintaining and updating data base for financial portfolio management;
- Ensure CAM Tool is reviewed and updated in due time so as to have reasonable CAM amount to be allocated to budgets;
- Support the **Director of Finance & ICT** in financial portfolio analysis in order to be able to provide relevant financial information for higher level decision making;
 - Area of focus include but not limited to :
 - Premises cost , per cost center, per number of staff.
 - staff cost and numbers of staff , for both national and international, International staff as % of staff number, number of staff by cost center
 - NTC staff, cost and number of staff, as % of total staff cost too.
 - NTC cost and NTC rates.

Reporting

- Monitor and ensure all donor financial reporting are completed and send to program and award team in due time.
- Ensure donor financial reports to be done in line with donor template and with accuracy of data;
- Collaborate with award team and programme team so as to provide a reasonable, clear explanations for variances.
- Verify the award mid term reports before they are sent to award team for member submission;
- Support **Director of Finance & ICT** in preparing PACCOM Report.

Capacity Building

- Provide training and/or technical guidance to BHs with regard to budget phasing and management;
- Provide training and/or guidance to BHs with regard to data extracting from Agresso, enabling them to understand reports, BvA generated from the system;
- Provide staff induction training to new staff.

Other tasks:

- Attend award close out meeting;
- Support **Director of Finance & ICT** in preparing Country KPI reports;
- Verify DEAs before they are posted to the Agresso;
- Approve timesheets of supervisees on monthly basis in due time;
- Maintain a comprehensive filing system of budgeting and analyst records for easy access when necessary;

Working contacts

- Internal: Finance Manager, **Director of Finance & ICT**, SMT, 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 7-10 years experience in financial management, preferably in international organizations, INGOs and/or bilateral organization
- Solid understanding of Vietnamese government system and international development arena
- Good financial management skill
- Have strong sense for compliance
- Having hand-on experiences in working with different accounting soft ware.
- Proven knowledge and skills in staff management
- Good problem solving and negotiation skills
- Excellent interpersonal, communication and teamwork skills
- Excellent prioritization skill and ability to coordinate a variety of work activities
- 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: 5 July 2021
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: