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| TITLE: Finance Officer (Financial Planning and Analysis) | |
| TEAM/PROGRAMME: Finance | LOCATION: Ha Noi |
| GRADE: 5 | 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 Finance Coordinator (FP&A), to ensure that good financial planning is in place and provide relevant financial information for higher level decision making. Responsible for timely and accurate preparation of BVA, donor reports and other related reports. Working closely and support to budget holders to enable them to manage their budgets effectively.</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: Finance Coordinator (FP&A) 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"> - Create direct DEAs and Map CAM P& Premise DEAs in cooperation with Programme team, load to the Agresso in due time and ensure the mapping to be actually effective in the system; - Work with Award team in reviewing budget Fund summary before getting approval on AMS; - Support BHs in proposal budget preparation, budget revision, ad-hoc phasing for strictly monitoring budget purpose; - Support BHs phase budget and upload to SOF loader tool in due time for the purpose of CO forecasts and CAP; - Provide required inputs in due time to the Master Budget (1st forecast, 2nd forecast, CAP); - Review BvA on monthly basis with due alert on the likely under/overspending and ineligible coding transactions. - Obtaining explanations for budget versus forecast variance in monthly CO BvA in due time <p><i>Financial Analysis and Technical FMS support</i></p> <ul style="list-style-type: none"> - Run needed enquiry from the Agresso and develop financial analyses which serve for the purpose of decision making; - Play the focal point role to solve Agresso technical problems; and ensure system technical support to be provided in due time; - Support Finance Coordinator (FP&A) and Director of Finance & ICT with enquiry, templates when required; | |

- Support **Finance Coordinator (FP&A)** and **Director of Finance & ICT** to provide cost structure analysis with regard but not limited to premise costs, staff costs, NT staff costs, NTC costs, NTC rate, CAM costs...

Reporting

- Strictly follow up reporting deadlines for awards in charge;
- Prepare donor financial reports to ensure reporting timelines, accuracy reporting data and donor templates;
- Provide inputs to PACCOM reports.

Staff salary and benefit calculation and allocation

- Support **Finance Coordinator (FP&A)** in calculating staff final payment

Capacity Building

- Provide training and/or technical guidance to BHs with regard to budget phasing; data extracting from Agresso, enabling them to understand reports, BvA generated from the system;
- Provide and enhance BHs' knowledge in Finance Global projects and impacts to their BvA and donor financial reports in order to avoid negative results on their awards;
- Provide staff induction training to new staff; new BHs; team members;
- Provide partners' training when required.

Other tasks:

- Attend kick-off, closing award meetings as well as other award meeting issues;
- Do back up in partners' finance visits when required;
- Maintain a comprehensive filing system of budgeting and analyst records for easy access when necessary.
- Back up **Finance Coordinator (FP&A)** when required

Working contacts

- Internal: Director of Finance & ICT, Finance Manager, **Finance Coordinator (FP&A)**, Finance Staff, Award and Programme;
- 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

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| <ul style="list-style-type: none"> - willing to take disciplined risks. <p>Integrity:</p> <ul style="list-style-type: none"> - honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> - Bachelor's degree in finance or equivalent subject; | |
| <p>EXPERIENCE AND SKILLS</p> <p>Essential</p> <ul style="list-style-type: none"> - At least 3 years experience in financial budget 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 in compliance - Good problem solving and negotiation skills - Good interpersonal, communication and teamwork skills - Good 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, Microsoft office skills, especially excel skills <p>Desirable</p> <ul style="list-style-type: none"> - Knowledge of Vietnam development issues and NGO networks | |
| <p>Additional job responsibilities</p> <p>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.</p> | |
| <p>Equal Opportunities</p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p> | |
| <p>Child Safeguarding:</p> <p>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.</p> | |
| <p>Health and Safety</p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p> | |
| <p>JD written by: Vu Tuong Anh</p> | <p>Date: Apr.2020</p> |
| <p>JD agreed by:</p> | <p>Date:</p> |
| <p>Updated By:</p> | <p>Date:</p> |
| <p>Evaluated:</p> | <p>Date:</p> |