



Professionals for Fair Development
Professionnels du développement solidaire

BRANCH OFFICE IN VIETNAM / REPRÉSENTATION AU VIETNAM

Job announcement

Job title: Accountant and Admin Officer for Gret in Vietnam

Type of contract: Full time position

Work location: GRET Office in Hà Nội

Closing date for applications: 25th June 2023

Language: Good command of English or French

Salary and other profit: Based on Gret salary scale

Contract duration: 36 months.

1. Gret presentation

Website: www.gret.org

Founded in 1976, GRET is a French development NGO that has been actively fighting poverty and inequalities in the field and in policy. Its professionals intervene in seven subject areas and approximately thirty countries to provide lasting, innovative solutions for fair development.

Presented in Vietnam since 1988 with a representative office in Hanoi, Gret has developed diversified forms of support in sustainable agro-rural development, community health and institutional development environmental protection - climate change adaptation, workers' rights and gender equality, energy and natural resource management.

GRET is looking for a qualified Vietnamese candidate for the position of Accountant and Admin Officer.

2. Position in organisation

Reports to Financial and Admin Manager and Project Manager.

Liaises with Government agencies, Gret's partners.

3. Job description:

Accounting :

- Verify the conformity of the supporting documents.
- Record and store project accounting documents as prescribed (Gret uses online accounting software Sage 1000).

www.gret.org

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- Provide adequate, timely and accurate financial information to project managers as requested.
- Monitor, update and manage project budgets.
- Prepare monthly closing documents.
- Update and follow new transactions and balances of bank accounts and reconcile with accounting book.
- Manage fixed assets of the office.
- Prepare monthly payroll and Follow-up of the personal income tax and insurance, social security file.

Administration :

- Prepare operational and service contracts.
- Manage personnel and partner files ...
- Assist in organizing occasional events of Gret office or projects.
- Conduct or provide support for other admin tasks as requested.

4. Required qualifications:

- Vietnamese nationality.
- Bachelor's Degree in accounting or finance and banking, or equivalent
- Minimum 2 years' relevant experience in accounting
- Experience in accounting and especially in using Microsoft Excel and online accounting software.
- Ability to meet deadlines.
- Experience of working in multi-cultural environment is an advantage.
- Speaking and writing fluently in English or French

Interested candidates should email a covering letter and a CV to Gret representative office gret.vietnam@gret.org and to ha.vietnam@gret.org with the title of email:

Accountant + Name of Candidate

Only short-listed candidates will be contacted for an interview