

HAGAR INTERNATIONAL IN VIETNAM JOB DESCRIPTION

1. Position Information	
Job Title:	Finance Assistant - 6 months contract
Position reports to:	Finance & HR Manager
Direct reports:	N/A
Position location:	Based in Hanoi
Position Purpose:	<ul style="list-style-type: none"> • Check receipts and make sure the accurate entrance of all information in accounting system. • Check the procurement guidelines and the correct implementation of all procurement processes in the organization. • Contribute to the development and implementation of appropriate policies, procedures and forms to carry out the organization's financial responsibilities.

2. Important Stakeholder & Relationships		
External (with Pre-approval by your manager) <ul style="list-style-type: none"> • Government partners • Audit firm 	Internal <ul style="list-style-type: none"> • All Hagar national staff 	Membership Committees/Groups (with Pre-approval by your manager) <ul style="list-style-type: none"> • Relevant external working groups • Other as needed

3. Major Responsibilities of the Job:
<p>3.1 Check receipts and make sure the accurate entrance of all information in accounting system.</p> <ul style="list-style-type: none"> - Verify all projects and office advance/payment expenses, ensuring they are processed on time and in line with Hagar and donor financial requirements - Be in charge of day to day financial transactions; maintain appropriate accounting records preparation of appropriate month end journals and allocations; balance and reconcile all accounts; monthly balance sheet analysis in accordance with Hagar policies. - Support the line manager in the process of preparing the PIT report and other financial report as required. - Ensure a good filing system in finance - Carry out other duties as assigned by the line manager. <p>3.2. Check the compliance of procurement guidelines and the correct implementation of all procurement processes in the organization.</p> <ul style="list-style-type: none"> - Check daily implementation of procurement activities such as logistics support for project meetings, workshops, handling office supplies, equipment, furniture, office permit, and other related activities.

- Check and ensure bidding procedures are fully compliant with Hagar’s policies and procedures and goods are purchased to meet identified project needs in quality and time;
- Together with Admin Officer to maintain the files and filing system in the office.
- Work closely with program staff to check the compliance of procurement guidelines and the correct implementation of all procurement processes in the organization.
- Be responsible for informing the management on the status of the procurement system, including critical issues, and identify areas for improvement in the procurement system and processes.
- Facilitate continuous improvement, knowledge building and knowledge sharing on financial operations.

3.3. Contribute to the development and implementation of appropriate policies, procedures and forms to carry out the organization’s financial responsibilities.

- Advise line manager about law, policies and procedures in accordance with financing Vietnamese law.
- Contribute to setting up policies/procedures on Finance (manual, internal rules, recruitment/redundancy process)
- Monitor all staff’s implementation of financial internal rules of Hagar International
- Other duties as assigned by the line manager

4. Working Environment

- This position is based in Hanoi, Vietnam

5. Selection Criteria

Required or Preferred

- Bachelor Degree in Finance, Accounting or Business Administration

Required

Knowledge/Skills:

- Understanding of accounting and procurement principles and practices
- Experience in working with Accounting Software; experience with QuickBooks Accounting Software is preferable (but not essential)
- Proven ability to work independently and in a team setting
- Management, organizational and administrative skills
- Excellent Microsoft Word/Excel skills
- Fluent in English both in writing and speaking

Required

Preferred

Required

Required

Required

Required

Experience

- Minimum 1-year experience in finance, procurement, accounting and financial management.
- Experience working in NGO

Required

Preferred

Personal Attributes

- Strong belief in Hagar’s mission and principles

Required all

<ul style="list-style-type: none">• High level of integrity and transparency• Detail focus• Takes initiative• Hands on• Responds constructively to direction and feedback• Accepting and considerate of others• Committed to Hagar's Vision and Mission	
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