

JOB DESCRIPTION

Function, position

- **Finance Assistant** for HELNETAS Vietnam
- Working duration: 1 year with possible extension.

Superior authority

On day-to-day affairs:

- Finance Officers
- Finance Manager

On employment conditions:

- HELNETAS Vietnam Country Director

Duties and responsibilities

To assist the Finance Officers and the Finance Manager in finance-related tasks for various projects operated by Helvetas Vietnam including accounting and reporting.

Tasks

- Assist to check the correctness, accuracy, and validity of all financial documents including receipts, invoices, vouchers of expenditure, field trip claims and file the financial documents.
- Assist in the procurement process including checking quotations and contracts.
- Assist to check the activity budget to ensure the compliance with cost norm and other financial regulations of Helvetas Vietnam.
- Assist in the bookkeeping of the expenditure into the accounting system (BANANA) regularly, classify them into proper budget lines of the Projects.
- Assist the Finance Officers in archiving of the documents.
- In collaboration with the Administrator and Finance Officers, check the physical inventories in the office and in other locations.
- Assist the Finance Manager in the annual audit of Helvetas Vietnam.
- Assist and support on other finance-related tasks.
- Support on other administrative tasks.
- Travel when required.

Education and experience

- Bachelor's degree in accounting and finance.
- Candidate with prior experience is preferable. Fresh graduates are also encouraged to apply if they have carried out an internship in accounting.

Knowledge and skills

- Understanding of accounting and procurement principles and practices.
- Teamwork, willing to work outside of working hours.
- Analytical, accurate, an enquiring mind, willing to learn and keen to further their career in finance.
- High level of integrity and transparency.
- Excellent Microsoft Word/Excel skills.
- Good understanding of English both verbal and written.

Please submit applications (CV and Cover Letter) to helvetas.vietnam@helvetas.org and trieu.tuanh@helvetas.org before April 14, 2024.