



## USAID Counter Trafficking in Persons Project

Hanoi, 7 May, 2024

### RECRUIT

**POSITION:** Finance and Administrative Assistant  
**LOCATION:** Hanoi, Vietnam  
**REPORT TO:** Finance & Administration Specialist (F&AS)  
**DEADLINE FOR CV SUBMISSION:** 20 May, 2024

1. **ORGANIZATION BACKGROUND:** Winrock International is a nonprofit organization dedicated to empowering disadvantaged communities worldwide, fostering economic opportunity, and promoting sustainable natural resource management. By leveraging new ideas and technology, Winrock aims to enhance long-term productivity, equity, and responsible resource management to benefit marginalized populations globally.
2. **POSITION SUMMARY:** The Finance and Administrative Assistant will provide comprehensive support to the Finance & Administration Specialist (F&AS) in overseeing financial accounting and general office services for the USAID Counter Trafficking in Persons Project (Vietnam CTIP project). This position is vital for ensuring adherence to financial regulations, Winrock policies, and donor requirements throughout the project's lifecycle.
3. **ESSENTIAL RESPONSIBILITIES:**
  - Assist in managing the accounting, finance, and administration components of the project, including petty cash funds, office finance, accounting, and logistics activities.
  - Support in ensuring consistency with Winrock standard operating procedures, policies, and accounting principles.
  - Aid in developing procedures for monitoring and analyzing project budgets to ensure accurate projection of expenditures and comparisons of actual and budgeted spending.
  - Assist in coordinating monthly requests for funds based on budget and cash flow projections.
  - Support in coordinating and overseeing program tendering and procurement activities in-country.
  - Assist in providing regular and timely financial expenditure reports to project staff.
  - Assist in reviewing and processing vouchers prepared by the accountant for expenditures, ensuring expenses are reasonable, allowable, and allocable to the project.
  - Support payroll procedures for national staff, including timekeeping monitoring.
  - Aid in implementing office administrative and personnel systems.

- Assist in maintaining financial controls and procedures for the management of funds and subawards/contracts.
- Provide support to project staff and consultants working on finance and administration for the project.
- Assist in monitoring partners' management of funds.
- Help maintain financial files and support audits.
- Provide admin and logistic support for all activities, such as events, travel requests and arrangements, reimbursements, office-related costs (i.e rent, utilities, printings), licenses, permits etc.
- Any other tasks, as needed.

#### 4. QUALIFICATIONS:

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- **Experience:** At least 2 years of experience in finance, administration, or related field under USAID or other international donors highly preferred.

#### 5. SKILLS/KNOWLEDGE:

- Knowledge of accounting principles and practices.
- Proficiency in Microsoft Office Suite, especially Excel.
- Strong organizational and time-management skills.
- Excellent written and oral communication skills in Vietnamese and English.
- Ability to work effectively in a multicultural team environment.
- Familiarity with donor regulations, particularly USAID, is desirable.
- Women, people with disabilities, and those belonging to discriminated groups are strongly encouraged to apply. All employees should adhere to USAID and Winrock International's code of ethics, including child safeguarding and trafficking in persons provisions covered in the project agreement.

#### 6. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address:

[VietnamJobs@winrock.org](mailto:VietnamJobs@winrock.org) with subject line of "**Your full name\_CTIP Finance and Admin Assistant**" no later than **20 May, 2024**

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are short listed will be contacted.

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization.