



## CRS JOB DESCRIPTION

<b>Job Title:</b> Finance Officer	<b>Reports to:</b> Finance Manager
<b>Department:</b> Finance Department	<b>Salary Grade:</b> 6

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

### CRS/Vietnam Background:

CRS has been operating in Vietnam since 1994. In partnership with government and communities, CRS implements programs in 12 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

### Job Summary:

You will support the Finance department's management of accounting systems, policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and Vietnam legal requirements to support high-quality programs serving the poor and vulnerable. As part of an experienced finance team, you will help coordinate daily financial activities through preparation and delivery of financial services.

### Roles and Key Responsibilities:

- Review supporting documentation of financial transactions to ensure all required documents are accurate and complete.
- Ensure maintenance of all data required for processing financial transactions for assigned accounts in the financial accounting package (Insight system).
- Evaluate and monitor subrecipient financial management processes in accordance with policy and strengthen capacity of partner in financial accounting and transactions.
- Prepare delegated financial reports, as needed.
- Share information with subrecipients and staff on financial accounting policies and procedural compliance issues.

- Monitor disbursement/receipt schedules, alert relevant staff of due payments/liquidations, and maintain appropriate communication and follow-up to facilitate timeliness of financial resource management.
- Prepare tax report and process VAT claim.
- Other tasks as required.

### **Basic Qualifications**

- B.A. degree in Accounting, Finance, Economics, Business Administration strongly preferred. Courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of two years accounting experience.

### **Preferred Qualifications**

- Preferably with an international or local NGO, or a financial/banking institution.
- Familiarity the relevant public donors' regulations a plus.
- Proficient in Excel and experience with Word and PowerPoint. Knowledge of financial reporting software a plus.
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### ***Knowledge, Skills and Abilities***

- Excellent analytical skills with ability to detect and report inconsistencies.
- Excellent organizational skills with great attention to detail.
- Ethical conduct in accordance with recognized professional and organizational codes of ethics.
- Proactive, resourceful, solutions oriented and results-oriented.
- Ability to work collaboratively.

***Required Languages*** – Good command of English.

***Travel*** - Must be willing and able to travel up to 20 %.

### **Agency REDI Competencies (for all CRS Staff)**

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal Accountability – consistently takes responsibilities for one's own actions.
- Acts with Integrity - consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and Maintains Trust - shows consistency between words and actions.
- Collaborates with Others – works effectively in intercultural and diverse teams.
- Open to Learn – seeks out experiences that may change perspective or provide an opportunity to learn new things.

**Supervisory Responsibilities: None**

**Key Working Relationships:**

**Internal:** CRS staff including finance, administrative, procurement, HR, program staff etc.,

**External:** Bank, tax agency, CRS partners, internal and external audit.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.**

**CRS is an Equal Opportunity Employer**

**Application requirements**

Individuals interested in this job are invited to submit your applications via email to Catholic Relief Services at: **[recruitment.vietnam@crs.org](mailto:recruitment.vietnam@crs.org)**;

Applications in English should include:

- i) Curriculum Vitae with name and contact information of three references
- ii) Application Letter
- iii) Copies of degrees, certificates

Deadline for submission: **June 9, 2024**

