

Finance Officer Job Description

JOB INFORMATION

Job Title	Special Project Finance Officer – THRIVE 2030 project	Line Manager Title	Special Project Manager - THRIVE 2030 project
Grade level	13	Department/Office	Operations
		Work Location	Ha Noi

CONTEXT

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WVI Vietnam’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVIV) has been funded by 13 support countries in Europe, Asia, the Americas, and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVI Vietnam employs about 400 staff, of which 99% are Vietnamese nationals.

WVIV is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVIV’s AP usually focuses on one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVI Vietnam’s Development Program Approach (DPA) is that AP team members are based at the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides the APs, WVIV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Under the support of World Vision United States (WVUS), WVIV will implement THRIVE 2030 - Building Secure Livelihoods (BSL) Project in 25 existing and 6 potential APs, with the project goal: “Households and communities build improved, resilient, and sustainable livelihoods for child well-being” and four main outcomes; (1) *Positive behavior change and household transformation to an Empowered Worldview*; (2) *Improved access to financial services for Savings for Transformation (S4T) Groups*; (3) *Profitable and sustainable enterprises established for household income security through Local Value Chain Development (LVCD)*; and (4) *Improved delivery and quality of interventions to maximize impact for households*. The project aims to improve economic empowerment and the accessibility of financial services for the most vulnerable households in target communities. The THRIVE 2030 will be implemented under the umbrella of WVIV’s Livelihoods Technical Program and Micro Finance Unit’s operation.

JOB PURPOSE

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the Project Manager in maintaining the books of accounts and other financial records of the Project & adhering to the financial standards of World Vision financial system and World Vision US donor’s requirements to ensure the project accountability.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
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50%	<p>Financial policy compliance and risk management</p> <ul style="list-style-type: none"> - Work closely with Project Manager as well as with other Finance Officers on donor compliance issues and procedures, advice on possible disallowed costs and budget amendment(s) - Maintain a strong control environment in the project by ensuring compliance to WVI/WVV financial policies, grant/donor requirements and government regulations. - Assistance is provided to the Project Manager in developing regulation of Project financial management - Perform financial review of purchase requests in Coupa system and review travel and employee expenses report in Concur system ensuring available budget and proper coding of transaction. - Conduct regular financial review of project related transactions including CAL allocations as necessary and ensure accuracy of allocation of expenses to the project - Administrative financial services are provided to the project to ensure high level of compliance, quality, accuracy and consistency of work in project implementation. - Consistent service delivery is ensured by collaborating and working closely with all of the team members of the Project. - All the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. are conducted in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM) and Grant requirements. - Adequacy and correctness of the supporting documents ensured for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV's Policy and donor requirements. - The financial transactions are monitored regularly to maintain project financial account in place and in order. - The quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites. - Attend donor's call meeting and regularly communicate grants financial management practices and updates to colleagues in program, finance departments and SO. - Orient and on-going train project staffs and partner on relevant WV accounting policies and procedures as well as donor requirements. - Assisting in internal and external audits. 	<ul style="list-style-type: none"> - Strong accountability and compliance in accounting and reporting
30%	<p>Budget management and financial reports</p> <ul style="list-style-type: none"> - The Project Manager is assisted in planning and developing project budget in line with the approved project design and its log frame. - The financial reports cover memo are timely prepared with variance explanations (quarterly), Advances & Payables Aging 	<ul style="list-style-type: none"> - Timely, accurate and high-quality financial report - Green rating for balance sheet items management

	<p>Analysis, the asset register is updated, the bank reconciliation performed monthly. All these reports are posted onto FFR Database on a quarterly basis.</p> <ul style="list-style-type: none"> - The Sun System generated financial reports are checked and verified for any non-project related expenses, discrepancies and irregularities from the Program finance manual. - Closely monitor grant spending and initiate budget revision and/or no cost extension as appropriate for grants in close coordination with Project Manager and implementation team - The Project Manager is updated on the project spending status and pattern to avoid risks of ineffectiveness and material overspending or under-spending of the Project budget. - Project Manager is assisted with regular financial projection data to make timely data-driven decision. - Prepare and submit Donor's Reports to Senior Finance Officer and Project Manager in donor required format on a timely basis - Work with financial department and Project Manager to address all financial questions raised by the donor. 	
10%	<p>Filing</p> <ul style="list-style-type: none"> - A systematic filing system of key documents is established and maintained (in hard copy and soft copy) and in line with audit requirements. - All financial and other records required for audit purposes are maintained, and assistance provided in regular auditing of the Project. 	- Documents are well filled
5%	<p>Others</p> <p>Perform any other duties that may be assigned by Direct Supervisor.</p>	

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> - At least 3 years financial experience with highly developed management and administrative skills - Relevant experience in financial analysis and reporting specifically SunSystems/ PMQA reporting - Experience in community development or with NGO. - Experience in grants management - Experience in capacity building for local stakeholders/partners.
Required Education, training, license, registration, and certification	Bachelor degree in finance/accounting.
Preferred Knowledge	- Coordination skills, including organisation and mobilisation of communities and networking/coordination among different local partners;

and Qualifications	<ul style="list-style-type: none"> - Demonstrated training and facilitation skills; - Good time management and organizational skills; - Good interpersonal and communications skills; - Good written and oral communication skills, English fluency; - High-level computer skills; especially MS Excel Basic knowledge in PMQA and reports designing - Ability and passion to learn about accounting Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to colleagues, partners, children, parents and communities. 				
Travel and/or Work Environment Requirement	The position requires ability and willingness to travel domestically and internationally up to 40% of the time.	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals	Language Requirements	Vietnamese: Fluent English: Intermediate

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
THRIVE Project Manager	Getting overall guidance and approval and monthly and semi-annual reports submission	Daily or Weekly
Project Team Members	Operational procedures	Daily
Regional Integration Managers	Matrix manager - Consultation, joint work planning, and monitoring, reporting	Continuous
Finance Dept. (NO's Grant focal point financial staff)	To get technical support on funding requests, Program income reconciliation and budget preparation.	Weekly
Area Programs Managers	Consultation, operational guidance, planning	Weekly
Partners	Training & update on M&E and project implementation	Quarterly

DECISION MAKING

Within WVI Vietnam policies and guidelines

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

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| <input type="checkbox"/> Be Safe and Resilient | <input checked="" type="checkbox"/> Build Relationships | <input type="checkbox"/> Learn and Develop | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input type="checkbox"/> Be Accountable | <input type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change |

For Management positions only, select the top 2 prioritized competencies from below.

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| <input type="checkbox"/> Model Self-Management | <input type="checkbox"/> Engage, Influence, Lead and Grow Others | <input type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
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