

USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

Senior Finance Officer

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The Senior Finance Officer will provide the financial oversight of the USAID-CRM operation in Can Tho office and the five provinces in the Mekong Delta region (Dong Thap, Soc Trang, Tra Vinh, Ca Mau, Kien Giang) and advise the DCOP/O and Finance Manager on finance related matters when needed. The position is also responsible for the financial monitoring, planning, and financial oversight of assigned project sites while ensuring Winrock and USAID approved policies, procedures and standards are adhered to with the aim to increase operational efficiencies and effectiveness.

This position will closely work with DCOP/O, Finance Manager, Procurement, Grant manager and Provincial Project Managers for relevant day-to-day accounting and financial deliverables.

This position will be based in Can Tho, with occasional travel to the project's target provinces as required for project activities.

Position location

Based in CRM's Can Tho Project Office.

3. RESPONSIBILITIES**Accounting and financial management:**

- Ensures all payments for project activities managed in Can Tho office are reviewed and processed in a timely manner in accordance with Winrock policies & procedures and in compliance with USAID rules and regulations (this includes but not limited to procurement, cost norms, authorized signatories, international control, bank & cash management).
- Ensure timely financial and compliance support for the project's target provinces in the Mekong Delta region to facilitate uninterrupted operations and prevent bottlenecks. Report any challenges to the Finance Manager to identify solutions and provide assistance for project activities at the Can Tho office and other regional offices.
- Ensure that financial documentation is accurately and comprehensively maintained at field offices, organized in chronological order. The storage files must include both hard and digital copies, and should be readily accessible for tracking information as needed.

Procurement management:

Under the supervision of the Finance Manager and with technical support from the Procurement Senior Officer, the Senior Finance Officer will:

- Ensures all agreements with partners, 3rd party contracts/consultants/other procurements (under the threshold of Senior Finance Officer) are processed in a timely manner in accordance with Winrock policies & procedures and in compliance with USAID rules and regulations
- Ensure that all parties understand the requirements of signed agreements/contracts;
- Keeps track of payment/advance made to the grantee/consultants/other suppliers and updates the project records accordingly including tracking of deliverables and financial reports.
- Maintains all contract files pertaining to grants, consultancies and other procurements to ensure each agreement has its own hard copy file with contract management tracking sheet and with copies of all documentation related to that agreement in the file.
- Maintains a contract log and provides monthly updates to the Finance Manager.

Human Resource and Field Monitoring:

- Maintain regular updates with finance staff based in the Mekong Delta region offices to ensure optimal guidance and support. Report any personnel issues within the finance team to the Finance Manager.
- Ensure that finance staff at field offices have all necessary documentation and equipment to perform their duties, and provide the necessary guidance to ensure they understand and comply with Winrock and USAID financial and compliance regulations.
- Periodic travel to field locations may be required to verify that financial procedures, as agreed with project teams and partners, are being followed appropriately.
- Implement corrective actions based on monitoring outcomes and recommendations, in consultation with the Finance Manager.

Financial Reports & other deliverables:

- Timely prepares and reviews internal financial reports to management (DCOP/O, Finance Manager/Provincial Project Managers), ensuring that expenditure is according to approved contractual budgets and donor requirements.
- Serve as the primary point of contact for providing all data from field offices (such as expenditure progress, VAT, etc.) on a monthly and quarterly basis, as well as upon request by leadership.
- Support the Hanoi office in reconciling and preparing tax refund documentation (if any).
- Assist Finance Manager in external and internal audit.

Other:

- Other duties as assigned by Supervisor.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE**Required Qualifications**

- Bachelor's degree in business administration, accounting or finance. A Master's degree and/or a recognized accounting/finance qualification would be a plus.
- Minimum 5 – 7 years of financial, project management, and/or accounting experience within an international organization with complex donor requirements or multinational company.
- Working Experience in QuickBooks and other accounting software.
- Familiarity with USAID Rules & Regulations would be an asset.
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures

Required Skills and Competencies

- Good communication skills, coupled with diplomacy, numeracy, and business acumen are essential.
- Proven interpersonal and people-management skills
- Demonstrated ability to communicate effectively in English, both verbally and in writing
- Proven experience of designing business processes, setting standards, or establishing operating policies and procedures is desirable, preferably in a project or program management context.
- Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
- Strong service orientation.
- Experience of working in a multicultural environment.
- Able to handle multiple deadlines.
- Experience working with international donor organizations such as USAID, World Bank, IFC, UN, etc will be a plus.

5. SUPERVISOR

The Senior Finance Officer directly reports to the Finance and Operations Manager.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English to vietnamjobs@winrock.org with subject line of “Your full name – Senior Finance Officer” no later than **August 15, 2024**.

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

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.