

USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

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 CRM staffing structure includes two Finance Officer positions. Each position will focus on working with specific tasks, while having some overlap with each other to create needed backups. The Finance and Operations Manager will assign tasks and will review workflows to ensure smooth operation of the team.

This Finance Officer position will be responsible in supporting the day-to-day administrative accounting, budgeting and finance related activities and tax (PIT-VAT-FCT) administration to comply with all the requirements of the donor and Winrock International policies.

This position will closely work with DCOP/O, Finance Manager, Procurement, HR, Grant Manager, and objective leads for relevant day-to-day accounting and financial deliverables.

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

Position location

Based in CRM's Hanoi Project Office.

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

- Collect all invoices and prepare financial transactions payment requests in line with USAID and Winrock accounting policies and accurately adding the general ledger (GL) codes on invoices in preparation for payment, including any necessary adjustments.
- Responsible for collecting, tracking and preparing invoice payments for all cost incoming from field offices, local staff, partners, grantees, vendors, and local consultants.
- Ensures all payments for assigned locations 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).
- Support the Finance manager with required monthly, quarterly, and annual reports for the GVN, Donor and Winrock and maintain and archive all project financial files and documents including scanning and uploading weekly supporting documents to the Official Project Filing (OPF) site.
- Regularly review financial management of assigned locations, train field staff and participate in Finance workshops if required.
- Provide backup support to the preparation of payroll for project staff, distribute salary slips and transfer the salary to individual staff bank account every month after approval from DCOP.

Tax Accounting, Claim and Reimbursement Procedures:

- Responsible for recording and filing tax (PIT, VAT, FCT) invoices of CRM project to ensure compliance of tax rules to facilitate tax claims of Winrock Viet Nam and USAID.
- Timely submission of tax claims.
- Make sure tax reconciliation (if any) are done in timely manner
- Alert Finance Manager about non-refunded invoices of Winrock and Partners and prepare necessary supporting documents as required.

Data processing and reconciliation:

- Support Finance Manager in developing templates and forms that meet the project's requirements, with the goal of streamlining and expediting data tracking, including but not limited to budget monitoring, monthly updates, expenditure tracking, and procurement tracking.
- Support Finance Manager in the verification, filtration, and provision of data as requested.
- Take responsibility for gathering raw data from all project sites, conducting thorough checks, reconciling and adjusting expenditures/entries (if applicable) for the Finance Manager's review and approval.

Other:

- Assist Finance Manager in external and internal audit.
- Other duties as assigned by Supervisor.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in accounting or finance or related degrees.
- 5 – 7 years of relevant work experience.
- Proficiency in Microsoft Office.
- Advanced Excel skills are compulsory, with proficiency in handling complex Excel functions to support job responsibilities.
- Experience in reconciling data within accounting systems is a must.
- Working Experience in QuickBooks and other accounting software.
- Strong oral and written communication skills in English.
- Ability to work with a variety of persons and organizations having diverse issues, concerns, agendas.
- Good interpersonal skills and time management
- 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 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 – Finance Officer" no later than **August 5, 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.