

**JOB INFORMATION**

Job Title	<b>Micro Finance (MF) Finance Officer</b>	Line Manager Title	Micro Finance (MF) Finance Manager
		Department/Office	Micro Finance Program
Grade Level	13	Work Location	Hanoi Office

**WORK CONTEXT**

Micro Finance Program – World Vision Vietnam (MFU) is an independently managed program that promotes transformational development through the provision of micro financial services. MFU was established since 2006.

Micro Finance program’s mission is to foster improvement in the quality of life among the clients in Vietnam by assisting the economically active poor and graduating the moderate and poorest of the poor into entrepreneurial skills. This will be accomplished through a sustainable Micro Finance program that provides access to loans, insurance and savings within program areas. All aspects of the services that MF program delivers are built to lead the development of appropriate models, capacities and systems for Micro enterprise development in Vietnam, resulting in sustainable economic development as part of WVI transformational development ministry throughout Area Program (AP) communities.

MF Program is structured in two management levels: central office in Hanoi and branch office at provincial and/ or regional level. All direct transactions with clients including clients screening, loan processing and loan collection are carried out at communities’ level through a network of local staff.

**JOB PURPOSE**

- To support MF Finance Manager in maintaining high standard of financial stewardship to ensure the sustainable operation and compliance with existing regulations.
- To assist the Manager in the accounting and finance management functions of the Micro Finance Program.
- To be mainly responsible for maintaining day to day financial, accounting transactions at NO and reviewing financial reports at branches level in order to ensure compliance with organization policy, Government legislative requirements as well as VFI policies and standards.

**MAJOR RESPONSIBILITIES**

% of time	Activity	End Results
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50%	<p><b>ACCOUNTING AND FINANCE IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>- Transactions are recorded and entered into accounting system at NO level on daily basis.</li> <li>- NO bank(s) reconciliation is monthly prepared.</li> <li>- Financial reports, vouchers, invoice and other financial documents at branches are periodically reviewed through field trips.</li> <li>- All payments are arranged in a timely and cost-effective manner.</li> <li>- Assistance is provided to Finance Manager to prepare for the internal/external/GC audit and implementation accordingly.</li> <li>- Financial record, files, reports are systematically filed for easy access and use.</li> <li>- The account payable and account receivable systems are frequently checked to ensure complete and accurate record of all money.</li> <li>- Staff payroll, benefit and income tax for branch staff are prepared and implemented on a monthly basis.</li> <li>- Timely submission of branches' financial report and bank reconciliation (hard copies) to Hanoi is ensured.</li> <li>- Fixed Asset, Inventory and other related books are updated as required.</li> <li>- Keep track of the balance in MFU's bank accounts and maintain the bank concentration as requirement.</li> <li>- Assist FM in maintaining tax compliance for the whole MFU.</li> </ul>	<ul style="list-style-type: none"> <li>- Financial transactions are ensured to comply with VFI policies and standards, local regulators requirement as well as MF Program's finance manual.</li> <li>- Good preparation and implementation in Audit</li> <li>- Head office transactions/ payroll/ bank reconciliation are well prepared and managed,</li> </ul>
15%	<p><b>PLANNING AND SYSTEM/MANUAL DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>- Assistance is provided to Finance Manager to prepare and revise annual budget forecast, Plan of Action for both branches and national office as required.</li> <li>- Keep track of NO's budget plan and ensure the actual expense follows the approved plan.</li> <li>- Assist Finance Manager to develop, improve and maintain standard financial systems in order to ensure appropriate levels of security and controls over the organization's resources.</li> <li>- Assist Finance Manager in developing/revising Finance Manual, Finance Guidelines and Internal Control System</li> </ul>	<ul style="list-style-type: none"> <li>- Financial budget/ projection is well prepared for Head office level and consolidated for MFU as a whole to ensure all MFU activities are within the budget and with cost effective manner</li> <li>- Finance Manual including Chart of Account is timely revised/updated to meet with the changes on financial recording.</li> </ul>

	<ul style="list-style-type: none"> <li>- Technical oversight is provided to the Cluster Accountants in formulating the branch accounting system.</li> </ul>	
15%	<p><b>MONITOR AND FOLLOW UP</b></p> <ul style="list-style-type: none"> <li>- The implementation of branch accounting system by Cluster Accountants is closely monitored; coaching and guidance are provided to them in a timely manner.</li> <li>- SUN System software is well managed; accounting and finance relevant e-copies and files are backed up and secured on a monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>- Good coordination with Cluster Accountants/ Zonal Finance Officer</li> <li>- SUN System software is well managed</li> </ul>
10%	<p><b>REPORTING</b></p> <ul style="list-style-type: none"> <li>- Financial reports of NO and branches are consolidated in SUN System and MED report is prepared on monthly basis.</li> <li>- Variance analysis and cashflow forecast are consolidated/prepared for the whole MFU on monthly basis</li> <li>- Board report (quarterly) and State Bank Vietnam Report (2 times/year) are well prepared upon request</li> </ul>	<ul style="list-style-type: none"> <li>- All financial reports are prepared accurately and timely.</li> </ul>
10%	<p><b>CAPACITY BUILDING AND OTHERS</b></p> <ul style="list-style-type: none"> <li>- Necessary training and other support are identified and provided to Zonal Finance Officer(s)/ Cluster Accountants.</li> <li>- Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVV staff and property secure with guidance and instruction as being trained by WVV.</li> </ul>	<ul style="list-style-type: none"> <li>- The performance of the Cluster Accountants is supervised, monitored and evaluated; inputs are provided to the annual performance appraisal exercise.</li> </ul>

## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> <li>- Experience in working with INGOs and or good understanding of community development, especially microfinance environment</li> <li>- Experience in treasury activities, establishment and monitoring of budgets, and an understanding of data processing concepts and systems</li> </ul>
Required Education, training, license, registration, and	<ul style="list-style-type: none"> <li>- A Bachelor Degree in Accounting or Finance.</li> </ul>

certification					
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>- Proven knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and internal controls</li> <li>- Knowledge of accounting theory and financial statements and government tax requirements</li> <li>- Good oral and written communication skills, team building skills, and ability to work in a cross-cultural environment with a multi-national staff;</li> <li>- Good English skills (both spoken and written);</li> <li>- Good computer skills (Words, Excel)</li> <li>- Knowledge of Sun Systems</li> <li>- Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to children and communities.</li> </ul>				
Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> <li>- Requires continual mental concentration and attention to details.</li> <li>- Highly requirement on integrity and accountability</li> <li>- Strict deadlines must always be met and deadline induced mental stress is frequent.</li> </ul>	Physical Requirements	<ul style="list-style-type: none"> <li>- Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals</li> </ul>	Language Requirements	Vietnamese: Fluent English: Fluent

### KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
MF Finance Manager	To get overall guidance, support	Daily/Weekly
Zonal Finance Officer(s)/ Cluster Accountants	Coordination, supervision, finance and accounting support	Daily/Weekly
WVI-V Finance Department	Funding, Receivables and Payables	Upon request

Banks	Bank transactions	Weekly
PnC	Update on Compensation and Benefits	Monthly

### DECISION MAKING

As per the level of authorities of WV Vietnam and within MFU's 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 type="checkbox"/> Deliver Results       | <input type="checkbox"/> Be Accountable                 | <input checked="" type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change                     |

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

- |  |  |  |  |
|--|--|--|--|
| <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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