

## **TERMS OF REFERENCE**

**Job title:** Accountant.

**Duration:** September 2024 – December 2026 (the labour contract will be signed yearly).

**Location:** Hanoi.

### **Responsibilities and tasks:**

- Receive all accounting documents of the Implementing Units; Check, make payment forms and submit them and accounting documents (income and expenses) to the Chief Accountant for approval as required.
- Work with the State Treasury where the Central Project Management Unit (CPMU) registered transactions to control expenditures, record revenues, and record all expenses of the Implementation Units.
- Check the budget estimates and disbursement requests of the Implementing Units before delivering them to the Financial Officer to transfer money to the Implementation Units.
- Provide guidance to the accountants of the Implementing Units on procedures and financial regulations and accounting. Supervise, speed up and collect financial reports from the Implementing Units for the consolidation of financial reports to be submitted to the Global Fund, UNOPS and MOH as required.
- Carry out procedures to close the RAI grant period 2021-2023 as required by the MOH, MOF and the Donor.
- Visit the project provinces for financial management guidance and carry out internal audit.
- Carry out other tasks assigned by the Director/Vice-Director of the CPMU.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Bachelor in accounting, finance or related fields;
- At least 3 - 5 years of experience in financial and accounting works;
- Working experience of budgeting, planning and reporting on foreign funded programmes and State Treasury is preferable;
- Good knowledge in administrative and accounting regulations and procedures of the Government of Viet Nam.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software;
- Good spoken and written of English;
- Ability to work in teams, especially to work independently and to maintain flexibility in working hours;
- Willing to undertake regular field visits and interact with different stakeholders.