



Join Us as Finance Officer!

Are you interested in supporting development projects and contributing to development outcomes, and working with the local partners on finance-related matters?

Are you looking for a chance to work in an active/dynamic working environment where you can build/strengthen your skills/knowledge through working with local partners, interacting with diverse stakeholders including donors, other international organizations as well as other CARE offices in the world? Are you interested in contributing to a professional and international standard organization?

If so, we have the perfect opportunity for you!

About the role

The Finance Officer is a member of the finance team who plays an important role in providing intensive support for a number of projects. The position is responsible for good quality and timely financial reporting for the assigned projects and working closely with the local partners. He/she also works closely with CVN's project team on the assigned projects.

This position is based in Hanoi with some travel to the field when required.

Key Responsibilities

1- Expenditure Monitoring and Reporting – 40%

1. Closely monitor project budget against flexibility level (as per the signed agreement - IPIA) and timely inform Portfolio Managers (PM)/Finance Controller for follow up actions.
2. Prepare monthly expenditure report. Meet financial reporting needs as required by management and per signed IPIA.
3. Make adjustment journal vouchers based on instruction from budget holders, or upon reviewing the reports, or from errors generated from the system before month-end closing.

2- Partner funding agreement management – 25%

1. Ensure steps for due diligence and contracting with partner are completed by the deadline.
2. Provide orientation to partners about financial guidelines and procedures, donor requirements and IPIA regulations.
3. Supporting document and financial reports submitted by partners verification steps are completed with good quality, by the deadline and updated in the verification tracker.
4. Support building capacity for partners on project financial management through timely communication and regular field visit to project site.

3- Budget Management – 20%

1. Assist program staff in developing project budget revision, annual budget plan, budget mate and quarterly plan.
2. Ensure timely uploaded budget and plan to PSOFT.
3. Support program and business development team in developing budget for new proposals.

4- Internal Financial Controls – 10%

1. Understand of CARE financial guidelines related to procurement, cost norms, taxation, and payments etc. and ensure compliance of all financial guideline, policies and procedure, donor, local law when applicable

2. Perform regular internal audit visit to field offices for review of internal control system, accounting books, financial vouchers, etc.
 3. Support the internal, external and donor audit process. Follow up on all audit findings and recommendation with relevant staff and alert Finance Controller if any potential issues.
 4. Undertake validity of disbursement request and supporting documents and submit to JIRA portal for recording to Peoplesoft.
 5. Ensure payments are transferred to the correct supplier with valid bank details and amount.
 6. Required steps after the project is approved such as preparing checklist, signing IPIA/BAM, code set up etc are completed by the deadline.
- 5- **Other responsibilities as assigned** – 5%

Ideally, you will have:

- Minimum 3 years of relevant experience in finance and accounting, experience working in an INGO is an advantage;
- Demonstrated experience in following standard policies, processes and best practices;
- Strong organizational and time-management skills.
- Proficiency in English and Excel.

Why you should apply:

- Ongoing career development
- A dynamic and innovative environment
- Supportive teams

Application Deadline: 5pm 27th September 2024

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please click the Apply button and complete the online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your pdf file including a letter of interest and CV in English language before submitting.

Founded in 1945, CARE is a leading humanitarian organization fighting global poverty and providing lifesaving assistance in emergencies. In over 100 countries and territories around the world, CARE places special focus on working alongside poor women and girls because equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty.

CARE in Vietnam is a creative and dynamic organization working with Vietnamese and international partners since 1989 on over 300 projects. We recognize that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices contributing to the exclusion and vulnerability of particular groups in society. Our long-term program goal in Vietnam is that poor and marginalized ethnic minorities and urban people of all genders, particularly women, equitably benefit from development. To learn more, visit www.care.org.vn

"CARE in Vietnam (CVN) participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CVN reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CVN requesting the information specified above."

CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.