

Job Description

Job Title:	MANAGER, FINANCE COMPLIANCE (EXTERNAL)		MFC (E)
Reports to:	Programme Director	Grade:	FIN-03
Financial Approval Responsibilities	No	Direct Reports:	Finance Business Partner (External), Intern
Location:	Head office with regular travels to the field and internationally as required		
Full time job:	Yes		
Key Relationships to reach solutions:	Internal: Members of PRG, EDO, FIN, SET, CLT, ActionAid International External: ActionAid Vietnam's Partners, LRP, Donors		

Role Overview

Being a member of relevant technical working group(s), the Manager, Finance Compliance (External) provides technical support to ensure the quality and compliance of financial management at assigned ActionAid's Programme and Projects as well as all financial resources are being well managed and properly used in line with the policies and procedures of ActionAid.

He/she also provides technical advice/supports for other departments/staff and all activities of Programme/ Projects in charge to ensure all financial resources are being well managed and properly used in line with the policies and procedures of ActionAid.

He/she has right to reject payments/ expenditure that do not follow AAV's financial policies and approved budget of project/programme.

Role Accountabilities

[1] Compliance

- 1.1. Utilize internal system and other tools to ensure all ActionAid's Finance Management Policies and Procedures Manual and donor's requirement is complied.
- 1.2. Support Head of Finance in reviewing, updating and developing policies relating to partners.
- 1.3. Manage finance and accounting-related system at Local Rights Programme (LRP) level and project.
- 1.4. Check and review and verify all Financial Advance Request (FAR)/ reports at LRP level to ensure well prepared and timely.
- 1.5. LRP and Project's Budget are facilitated, reviewed and consolidated in compliance with ActionAid's guidelines and templates.
- 1.6. Donor reports are prepared and submitted timely and accurately.
- 1.7. Positive support is provided to internal and external auditors.
- 1.8. Auditors' recommendation is thoroughly and promptly followed up.
- 1.9. Partners' financial data is quarterly reconciled.

[2] Analysis

- 2.1 Ensure all budget holders of LRP/projects are provided regular data update and proper analysis.
- 2.2 Provide monthly assessment of LRP/projects financial status.

[3] Development

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- 3.1 Participates in Projects and LRPs Proposal, budget & Plan process.
- 3.2 Checks and trains/guides LRP's accountants in finance management.
- 3.3 Regular field visit to in charged LRPs are conducted as required.

[4] Corporate Responsibility

- 4.1. The Safety and Security Plan, Procedures and guideline by ActionAid are followed.
- 4.2. Financial support to AFV is ensured for the implementation of joint works between ActionAid and AFV.
- 4.3. Supports the nationalization of ActionAid Vietnam.
- 4.4. Other tasks as assigned by line manager are well performed.

Person Specification

Education & Certifications

- Bachelor's degree in finance and accounting or relevant field

Experience

- Minimum 5 years of experience working in the similar position or relevant fields.
- NGO/Project working experience is preferable

Essential knowledge and skills

- International accounting, particularly charity accounting
- Accounting softwares
- Financial reports and financial monitoring skills
- Program activities
- Expertise on Proposal writing and Grant management Networking, influencing and interpersonal
- Excellent management of competing priorities and work under pressure
- Work on own initiative with minimum supervision and to stay on task
- Fluency in written and spoken English and native/national language

Others

Adherence to:

Human Rights Based Approach
Poverty and injustice eradication
Gender equality

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

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility and AAVPROFILE (Accountability, Adaptation, Value, Partnership, Respect, Obtain to innovation, Fairness and Justice, Integrity, Leadership without authority, Expertise).

Prepared by
Programme Director

Signature

Date:

Job Description

Reviewed by
Operations Manager

Signature

Date:

Approved by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: