

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. It works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services to achieve project aims. FHI 360 is currently implementing programs to address HIV prevention, testing, and treatment, TB case finding and treatment, clinical research, anti-microbial resistance, health system strengthening, maternal and child health and nutrition, diagnostics and laboratory services.

We are currently seeking a qualified and highly motivated Vietnamese national candidate to serve as **Senior Finance Officer for FHI 360 Vietnam country office**, based in **Hanoi**.

Position description:

The Senior Finance Officer will provide professional support for financial matters in the FHI 360 Vietnam country office. Under the leadership by the Finance Associate Director or the assignee, S/he will support FHI 360's project financial management, in compliance with FHI 360 policies and procedures, donor's rules and regulations, award requirements, and local laws.

Main responsibilities:

- Support for financial management of subawards.
- Administer financial pre-award assessments for organization proposed to receive a subaward.
- Take part in subaward development and management, including reviewing subaward budgets, managing obligations and expenditures, reviewing subaward financial reports and making recommendations for project monitor approval.
- Maintain subaward management system, subaward repository and documentation
- Assist in managing project activities not funded through subawards.
- Prepare subaward reports to internal and external parties as required.
- Provide accounting assistance, including orientation, and oversight as needed for implementing partners which have subawards with FHI 360.
- Provide direction and guidance to local, consortium partner and sub-contractor staff on financial compliance issues, financial requirements, and other administrative questions.
- Provide assistance during internal or external audits.

Experience and abilities for the position:

- Bachelor's Degree in accounting, finance, business administration or related field is required.
- Minimum 5 years of relevant experience.
- Familiarity with USG rules and regulations for grants and contracts is an advantage.
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies;
- Analytical and results oriented; honest and accurate; mature and reliable.
- Auditing skills are an advantage.
- Computer literate with strong skills in the use of the MS office package (Word, Excel, and PowerPoint).
- Well-developed communication skills in both Vietnamese and English.
- Ability to travel as necessary.

FHI 360 offers competitive compensation and excellent benefits.

Interested candidates are invited to visit FHI 360's career page at <https://www.fhi360.org/careers> and apply the position ONLINE by **August 23, 2020**. Selection and interview will be performed constantly and interested candidates are encouraged to apply as soon as possible.

Only shortlisted candidates will be contacted for interviews.