



Job announcement

Enfants&Développement (E&D), a French INGO working in Vietnam to improve the life of the most vulnerable children and families, is seeking a Vietnamese citizen for the position of **Administrative/Finance Officer** for its local office in HCMC.

Project: Family Development Program.

Salary: According to qualifications and experience.

Qualifications: University Degree in Finance and Administration management.

Experience: Previous experience in similar position (sound understanding of working with an international NGO).

Required knowledge and skills:

- Strong financial/administrative and analytical skills;
- Excellent communication skills (interpersonal, written, oral/presentation) for internal and external reporting on organization/program financial performance;
- Ability to present complex financial details to non-financial staff;
- Integrity to keep sensitive information secure, dynamism;
- High degree of professionalism;
- Strong organization and time management skills;
- Experience in European Union funding and grants would be a strong asset;
- English and/or French skills (oral and written);
- Excellent computer skills (word and excel; Accounting software Saga would be a great plus);

Responsibilities:

Under the direct responsibility of the Country Representative she/he will have to:

Finance and budget Management:

- Implement and manage financial procedures in line with organizational and donors requirements and deadlines;
- Establish and prepare accurate and timely information for budget monitoring and program reporting of program funds and grants;
- Produce accurate financial reports to specific deadlines and procedures;
- Prepare and follow monthly funds request to be sent to the Headquarters;
- Manage and reconcile of the bank and cash accounts;

Administration/Logistics Management:

- Establish and implement administration and logistics procedures in line with organizational requirement;
- Manage administrative issues such as office administration, travel, communication, entitlement and any other matters when required;
- Manage all logistic issues related to the project;
- Organize and control the purchasing and supply procedures;

Qualified candidates are requested to send detailed CV + Motivation Letter in English and/or French to: **marie.teissier@enfantsetdeveloppement.org**

Full job description available upon request.

Qualified women are strongly encouraged to apply
Only short listed candidates will be contacted.

Deadlines: 20th April 2013