

**Position title:** ADMINISTRATION & FINANCE OFFICER

**Report to:** Project Manager

**Location:** Ho Chi Minh City

**Working hours:** Full time

**Date:** before April 7<sup>th</sup>, 2014

**Salary:** Negotiable

**Contact person:** Ms. Huong NGUYEN, [nguyenthithanhhuong@gmail.com](mailto:nguyenthithanhhuong@gmail.com)

**About IECD:**

IECD is a development organization operating in Africa, the Near East, Madagascar, Southeast Asia and Latin America. The organization aspires to enable the youth, adults, professionals and development actors to acquire the necessary know-how to build up their future and have a positive impact on society. In 25 years, IECD has developed a renowned expertise in vocational training & professional integration, support to small enterprises and access to education and health care for vulnerable persons.

**Official website:** [www.iecd.org](http://www.iecd.org) **LinkedIn:** <http://www.linkedin.com/company/iecd>

**MAIN FUNCTIONS:**

- Ensure the accounting & financial administration and updating database
- Ensure the office general administration & reception of visitors, beneficiaries, donors & partners

**TASKS & RESPONSIBILITIES:**

**1. Financial & accounting administration:**

- Help beneficiaries with registration process and registration fees, transfer payment fees to SDTC
- Follow, codify, scan & archive collection of accounting justifications & documents (invoices, red invoices, receipts, payment notes...)
- Manage inventory of equipments: office equipment, other equipment...

**2. General administration:**

- Welcome & provide visitors with informative information
- Ensure the office administration of the center
- Process equipments purchase as required by Project Manager, process the center's operation payments (water, telephone, furniture ...)
- Support trainers to prepare training materials (printings, photocopies...)
- Classify & archive administrative & training documents
- Coordinate the training timetable & rooms agenda of the center
- Process & input the information of beneficiaries registration, follow-up visit, evaluation in the database

**3. Report & project development:**

- Report to Project Manager
- Participate in weekly meetings, annual seminars, and other meetings of the project
- Assist in preparation of documents & writings to external partners

- Assist in the project development by identifying potential beneficiaries, potential partners, project-related NGOs & associations, etc...

**QUALIFICATIONS:**

- Education & Training: Bachelor Degree in Administration/ Economics/ Accounting/ Finance
- Language ability: English
- Working experience: 1-2 years in administration or accounting
- Good in writing skills & computer skills
- Personal qualities: Honest, flexible, pro-active, good listener, be able to work in team, have organization skills & interpersonal skills, good adaptability & strong interest in development issues of developing countries.