



Administrative/Finance Officer

Location:	Ho Chi Minh City
Type of contract:	Full time
Duration of Initial Contract:	One year with possibility of extension
Salary:	According to qualification and experience
Starting date:	October/November 2014

Background

Enfants&Développement (E&D) is a French INGO founded in 1984 to help Cambodian children victim of war and genocide. Since then, E&D has extended its mission to improve the living conditions of the most underprivileged children and their families in Africa and Asia. In Vietnam, E&D implements the project 360 in HCMC contributing to reduce urban poverty by improving access to social services of the most vulnerable families.

E&D is seeking a Vietnamese citizen for the position of Administrative/Finance Officer for its local office in HCMC. This is an exciting opportunity to play a crucial role in supporting the day to day running, as well as the development, sustainability and growth, of an innovative project.

Objectives of the mission

Under overall guidance and direct supervision of the Project Coordinator, the Administrative/Finance officer is responsible for all following administration, finance and logistic functions in order to ensure an effective, efficient and accurate management of the program.

Main duties and responsibilities:

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,
- Produce accurate financial reports to specific deadlines and procedures,
- Prepare and follow monthly funds request to be sent to the headquarter,
- Manage and reconcile of the bank and cash accounts.

Administration and logistics management

- Establish and implement administrative and logistic procedure in organizational requirement,
- Manage administrative issues such as office administration, travel, communication and another matters when required,
- Manage all logistic issues related to the project,
- Organize and control the purchasing and supply procedures.

Experience and Qualification

Experience

- Proven strong accounting/financial/ and analytical skills, good attention to detail
- Experience in providing administrative support and undertaking procurement
- Proficiency in Microsoft Office

Qualification

- Degree in accounting/Finance or related subject
- Min 2-5 years of similar working experience, preferably with INGO
- Fluency in English

Soft Skills

- Essential
 - Excellent communication skills (interpersonal, written, oral/presentation),
 - Ability to present financial details to non-financial staff
 - Integrity to keep sensitive information secure
 - High degree of professionalism
 - Ability to work under pressure, both independently as well as part of the team
 - Strong organization and time management skills
- Desirable
 - Experience in management of international funding and grants would be a strong asset,

Qualified candidates are invited to send a **CV + Cover Letter in English** and **the details of 2 contacts** from the human resource department that can provide professional references for the last two work experiences to Ms. Yoko YOUSOUF (yoko.youssouf@enfantsetdeveloppement.org), and CC Mrs. Marie Teissier (marie.teissier@enfantsetdeveloppement.org) and Mrs. Nelly Bertrand (nelly.bertrand@enfantsetdeveloppement.org)

Any interested candidates should send their application **by 5pm, 25th September 2014**.
Only short listed candidates will be contacted.