



# JOB DESCRIPTION

**Position:** Finance and Admin Manager  
**Supervisors:** Executive Director  
**Schedule:** Full-time  
**Location:** Binh Thanh District, Ho Chi Minh City

## ABOUT OUR ORGANIZATION

Founded in 2009, LIN Center for Community Development is a not-for-profit, nongovernmental organization. We envision equal access to social and economic opportunities and an improved quality of life for all (irrespective of age, race, gender, ethnicity, origin, etc.). Through grants, technical support and networking, LIN helps local nonprofit organizations (NPOs) and philanthropists (skilled volunteers and donors) to strengthen and grow so they can fulfill their potential as vehicles for sustainable development, poverty alleviation and citizen participation.

As an intermediary, LIN provides access for everyone to information, knowledge, and tools related to community development work. We facilitate platforms, network, workshop, conference, training, and consultation that support the development of local grassroots NPOs at the same time enabling the philanthropists to give strategically. We also promote local-led development and collaboration amongst individual and institutional philanthropists and NPOs through a community fund that provides grants for initiatives addressing local and environmental issues.

By May 2017, LIN has been serving 260 local NPOs, hundreds individual and corporate philanthropists partners. More information and details about LIN programs and services can be found at: [www.LINvn.org](http://www.LINvn.org), [www.LINNarrowTheGap.org](http://www.LINNarrowTheGap.org), [www.VietnamCauses.org](http://www.VietnamCauses.org).

## POSITION DESCRIPTION

LIN Center for Community Development is seeking an ethical and responsible candidate for the position of **Finance and Admin Manager**. The person's primary responsibility is to take fully responsibilities of LIN's accounting and finance from budget planning to financial management (including LIN's general and projects' finance); as well as to provide support to the Executive Director and LIN staff, board members on daily administration (including labor contracts, personnel cost accounting, etc.)

## RESPONSIBILITIES

The **Finance and Admin Manager** works with an Accountant to be responsible for the following administration, finance and logistic functions in order to ensure an effective, efficient and accurate management of the organization.

*Finance and budget management:*

- Elaborate the annual organizational budget plan and monitor the organization's finance in accordance with the approved budget;
- Assist the Executive Director, and the future Fundraising Manager to prepare funding proposals and related budgets;

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- Provide advice and support to the leaderships and other staff members on projects' budget planning and monitoring;
- Manage the income and expenses of the organization using Quickbooks system;
- Manage financial procedures in line with organizational and donor requirements and deadlines;
- Produce accurate financial and tax reports to specific deadlines and procedures;
- Manage and reconcile bank and cash accounts;
- Maintain an effective filing system for financial transactions, key project documents, payment vouchers and accounting logbooks;
- Immediately record and provide receipts for all donations received. Donations are to be recorded into the accounting system and the organization's information management system, which includes GoogleDrive and CiviCRM;
- Monitor expenses to ensure progress in compliance with approved budgets and agreements;
- Maintain updated inventory of equipment and conduct quarterly physical inventory checks;
- In collaboration with the Grant Coordinator and Director of Programs to monitor and assess financial reports and reporting capacity of all LIN grantees:
  - Provide periodic reports on grant funds spent and grant funds remaining;
  - Inform grantees and LIN team of inaccuracies/compliance issues in grantee reports;
- Prepare first draft annual financial statements for LIN annual report and stakeholders;
- Work with external auditors during annual financial and operational audits;
- Work with Tax Authorities for all tax issues of the organization;
- Provide oversight and guidance to LIN staff and LIN grantees on procurement policies and practices as well as administrative and operational policies and procedures;
- Stay updated on Vietnam laws and policies directly related to the organization's finance management and operation; keep LIN's staff and Board members updated and provide guidance on these matters.

### *Administration and logistics management*

- Manage labor contracts and all accounting related to personnel costs: staff salary, insurances, personal income taxes;
- Be responsible for all administration and paper work required for incoming and departing staff, in accordance with the law;
- Manage LIN's Office, its infrastructure and facilities ;
- Organize and control purchasing and supply procedures;
- Support other tasks, as needed.

## REQUIREMENTS

Education: University Degree in Finance, Accounting or related field;

Experience:

- At least two years experience in a similar position; or three years experience as an accountant;
- Good understanding of financial and accounting policies, standards and associated regulatory issues;
- Having good knowledge on tax regulations/policies;

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- Strong experience providing administrative support and undertaking procurement; and
- Experience working/advising/volunteering with nonprofits, community development projects and/or INGOs is preferred.

### Skills:

- Excellent accounting/financial/analytical skills;
- Good communication skills (written and oral) in Vietnamese;
- Working knowledge of Quickbooks (ability to use English & Vietnamese language software);
- Competent in Microsoft Word and Excel;
- Good analytical and organizational skills; and
- Attention to details and determination to meet deadlines;
- Ability to read and understand English writing.

### Other:

- Honesty and strong ethics are required in order to be successful in this position;
- Ability to work independently and as part of a team;
- Demonstrated capacity and willingness to learn - open to learning new ways of doing things;
- Pro-active and results oriented; and
- Friendly, caring, customer service orientation.

### OTHER REQUESTS

In addition to the above requirements, the desired candidate will:

- ♦ Be a Vietnamese citizen.
- ♦ Have a passion for LIN's mission and commitment to LIN's core values.
- ♦ Have a high level of personal and professional integrity and trustworthiness.
- ♦ Have a strong work ethic.
- ♦ Thrive in a fast-paced environment.

LIN aims to always show respect and appreciation for each of our staff, partners, volunteers and donors and we ask that all of employees show the same respect for members of the LIN team, our partners, volunteers and donors.

**Expected starting date: June/July 2017**

### APPLICATION & CONTACT INFORMATION

LIN is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV via email to [hr@LINvn.org](mailto:hr@LINvn.org). Please no phone calls, only applicants being called for an interview will be contacted. Please visit the website: <http://www.LINvn.org>, for more information about LIN.