



LIVE&LEARN

for Environment and Community

No 30, Lane 32/26, To Ngoc Van Street, Hanoi, Vietnam
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JOB DESCRIPTION

Accountant cum Administrator

Directly to: Live&Learn Director, Communications and HR manager

Indirectly to: Financial Manager(s) of Live&Learn and related donors

Main Responsibilities

1) Financial and Accounting responsibilities

- Manage records of financial transactions and bank balances
- Provide regular cash flow reports and cash reconciliation statements
- Ensure grants and finance are managed in accordance with the approved logframe, budgets and work plans and follow financial working procedures, policies in Vietnam and donors as well as Live&Learn Best Practices.
- Prepare the monthly, quarterly, yearly financial reports
- Maintain a petty cash fund, prepare cash disbursement vouchers, disburse cash and maintain records of cash transactions
- Work with direct supervisor and other colleagues for various financial matters including funding requests, project income reconciliation and budget preparation
- Other financial tasks

2) Administration and Office Management responsibilities

- Provide general administrative tasks and office management
- Assist in the implementation of Organization handbook, working policies, plans, and ideas related to human resource management and organization management
- Maintain personnel files, ensure that all changes regarding staff contract, objectives setting, contract amendments are updated
- Perform other related works related to social and health insurance and other policies for staff in LL
- Manage and oversee salary fund, bonus and welfare
- Provide guidelines of policies, processing, regulations, forms to all staff and ensure its compliance
- Update and oversee the compliance of regulations and culture of the centre