

POSITION DESCRIPTION



TITLE: Finance Assistant
REPORTS TO: Program Director
BASED IN: Hanoi, Vietnam
CLASSIFICATION: Full Time employee, short-term contract

ORGANIZATIONAL OVERVIEW

HealthRight International is a health and human rights organization working where health is diminished or endangered by violations of human rights and civil liberties. Reaching out to the most vulnerable and marginalized populations, HealthRight works with local partners to build sustainable access to health care for excluded populations.

OUTLINE OF ROLE

The Finance Assistant, a Vietnamese national, will conduct all financial activities related to HealthRights's office and project activities in Vietnam.

RESPONSIBILITIES and DUTIES

- Prepare financial reports, including monthly case expense reports and advance requests
- Prepare budgets and track all office expenses and support documents
- Prepare all bank correspondence (including salary transfers and transfers from USD to VND account) and submit to Program Director in a timely manner.
- Complete payment vouchers and payslips for HealthRight staff and submit them to Program Director for signature.
- Work with financial staff at partner organizations to ensure compliance with HealthRight and funders' financial rules and procedures. Review partners' quarterly expenditure reports and support documents
- Work with the project staff to arrange payments to vendors or other parties, ensuring the timely payment of all HealthRight office and project-related bills.
- Establish and maintain a well-organized filing system (both for soft and hard copies) of financial documents including receipts, claim sheets, tickets and other financial supporting documents
- Prepare accounting documents in accordance with auditors' standards
- Complete all work in accordance with HealthRight's Financial Manual

NOTE: The above listed duties constitute an outline of the core tasks and responsibilities associated with this position. These may be adjusted, modified, expanded or otherwise revised at any time as deemed necessary by the organization.

REQUIREMENTS

- Bachelors degree in Finance and Accounting Management
- At least 3 years of accounting or financial management experience preferably with an I/NGO
- Proficiency in QuickBooks
- Good organization skills and attention to detail
- Fluency in spoken and written English skills
- Proficiency in Microsoft Suite including Excel and Word
- Familiarity with MOF financial management procedures
- Ability to maintain discretion and confidentiality regarding work-related issues

Candidates need to submit their resume and:

- Application letter
- Copies of all certificates
- 3 names for reference

to: Ms Ngueyn Yen, Administrative Assistant, HealthRight Vietnam Field Office,
Nguyen.Yen@healthright.org

Deadline for application: 5st August 2011

Only short-listed candidates will be contacted for interview. Please no telephone contact after submitting the application.