



Recruitment

Animals Asia is a Hong Kong-based government-registered animal welfare charity founded by Jill Robinson MBE in 1998. It is devoted to the needs of wild, domesticated and endangered species throughout Asia and dedicated to ending cruelty and restoring respect for all animals. In Vietnam, Animals Asia has signed an agreement with the Government of Vietnam to establish a world class Vietnam Bear Rescue Centre (VBRC) in Tam Dao National Park, Vinh Phuc Province. Our primary goals are to end bear farming, contribute to the conservation of bears in Vietnam and in the region and improve the welfare of such bears already in captivity.

Animals Asia is recruiting a Vietnamese national for the Finance Officer position to be based in Hanoi Office.

Position: Finance Officer

Location: Hanoi with travel to project sites as required

Type: Full time

Term: Two year contract extendable based on performance with initial 2 months probationary period.

Salary: 520 – 730 USD USD gross per month with 13th month salary/annual bonus and accidental insurance.

Position Responsibility:

As part of the finance team, undertake and complete all financial tasks necessary to meet Animals Asia, Donors and Government reporting requirements.

Description of duties:

- Assist in developing and implementing accounting and finance internal control systems.

- Responsible for preparing all banking transactions including deposits, withdrawals and transfers
- Responsible for keeping accounting records current and auditable
- Check and reports employee expense reports, cash advance requests
- Responsible for producing the monthly financial statements, budget, cash flow and other financial reports as needed
- Conduct monthly payroll for local employees
- Responsible for asset management
- Assist HRM to ensure personnel policy is in compliance with Vietnamese Government requirements such as paying social and health insurance, and personal income tax to the government
- Provide training to staff on finance when necessary
- Perform other duties as required.

Qualifications & Personal Requirements:

- Understanding of international accounting and finance management standards, and INGO accounting practices, regulations and system in Vietnam.
- Bachelor degree in accounting or finance related area.
- 2 years experience in financial management in a non-profit organization.
- Good use of computer: accounting software (Misa, Sun), spreadsheets, emails and internet.
- Ability to coordinate with other departments and programs managers in relation to project financial management.
- Vietnamese national. Fluency in written and spoken English/Vietnamese.
- Ability to work in a team.
- Carefulness, proactive and helpful with colleagues

Contacts:

Interested applications should send their CVs in English to nhoang@animalsasia.org by 15/03/2013.

For more information on VBRC and Animals Asia visit www.animalsasia.org

Note: Only short listed applicants will be interviewed.