



## Job Announcement

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA's Vietnam Programme is primarily based on Mine Action and it supports a project office in Hue and a partner office in Quang Tri. NPA Vietnam is seeking qualified, enthusiastic, experienced Vietnamese national applicants for the position of **Finance Manager** based in its National office in Ha Noi with travels to field offices in provinces.

### General Responsibilities

The Finance Manager is responsible for all financial matters related to the operational development and capacity building of NPA projects in Vietnam. This will be within the Vietnam policy and strategy framework and in line with global NPA strategy and NPA mine action- and long term development policies. The Finance Manager will assist the Country Director in Vietnam in planning and reporting of current and future projects.

### Specific duties

- Overall responsible for correct and timely updates of NPA accounting system - Agresso
- Overall professional responsible for all finance and accounting staff in any of NPA Viet Nam offices and/or operational sites
- Ensure all NPA on time and correct PIT liabilities done
- Responsible for clearing interim account
- Follow up on staff debtor account (Advance/Loan)
- Prepare monthly liquidity reports and make sure fund is available at NPA Viet Nam for the program use
- Perform weekly and monthly cash count in Viet Nam as well as surprise spot check cash counts
- Perform monthly cash and bank reconciliation
- Perform monthly reconciliation of all other BS accounts
- Responsible to correctly report on Monthly financial check list and send to NPA head office (HO).
- Responsible for setting up new projects and/or update project master file in Accounting System (Agresso)
- Responsible for calculation and posting of Administration contribution to the NPA HO
- Training and professional follow up of all NPA Viet Nam Finance staff Budgeting and Cost control
- Financial management and reporting to donors (via HO)
- Accounting functions supervision and development
- Co-operate with the NPA auditor, and follow up the audit report
- Provide monthly financial report to the Country Director

### Required qualifications

- Bachelor in Accounting and Finance, Master in Financial Management is an asset
- Chief Accountant certificate
- At least 5 years experience in similar management position, experience working for



# Norwegian People's Aid

## Vietnam

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NGOs or international organizations is preferable

- Strong knowledge on Tax, finance laws and regulations
- Good command of written and spoken English. Good computer skills. (Microsoft Word, Excel, Power-point, Accounting Software such as Agresso...)
- Good leadership and Managerial skills
- Honest and Integrity.

Interested candidates are requested to submit a CV with a cover letter expressing why you are the best suited candidate for the position, certificates/Degrees and 03 reference contacts to NPA via e-mail address to [hrm.vietnam@npaid.org](mailto:hrm.vietnam@npaid.org) .The closing date for applications is **03 April 2013 at 5 pm** with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.