



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-HR Officer** in charge of Finance and Compensation-Benefits for all NPA staff. The post holder will be based in NPA National office in Ha Noi.

Responsibilities

HUMAN RESOURCES

1. General

- Assist HRAM in procedures and paperwork for recruitment, contracting and leaving staff
- Register for the changes in staff to the Department of Diplomatic Service (DIPSERCO)
- Responsible for administering the personal filing system and updating personnel management system monthly, in both hard and soft files in Knowledge Base and Agresso.
- Assist all activities related to HR or company events or any requests from HRAM
- Take care of yearly staff health check and Accident-Health Insurance

2. Compensation

- Execute monthly payroll, arrange timely and accuracy bank remittance, and prepare monthly payslips for employees
- Complete the final compensation, severance allowance and other paperwork for leaving employees.
- Assist HRAM in participating in salary and benefit survey.
- Evaluates jobs for developing compensation and benefits program when required.
- Submit monthly report (manpower) to HRAM, Country Director or other report related when required.

2. Benefits

- Oversee of social and health insurance, accident-health insurance and other insurance benefits for employees monthly and upon case-by-case basis in coordination with respective staff in field offices.
- Contact social, health offices and labor authorities on providing social insurance book and health care card for employees as per local law.
- Timely update changes on staff list to Insurance provider.
- Prepare paperwork to Social Insurance monthly for HN office staff and supervise field office staff to ensure they do it in a timely manner as per mandatory requirement.

3. Personal Income Tax (PIT):

- Complete monthly PIT declaration for employees, or expatriates and report to Tax Dept.
- Compile annual PIT finalization for employees, or expatriates and report to Tax Department.
- Contact Tax authorities on new issues of PIT and inform to employees promptly.

FINANCE

- Assist FM in maintaining the books of accounts and other financial records of the NPA adhering to the financial standards of NPA financial system to ensure accountability
- Prepare and review the correctness and adequacy of supporting documents submitted for payments with proper account allocation and Initiate appropriate payments to staff and suppliers
- Check, allocate and follow up with relevant staff to clear standing advance
- Daily update and maintain the payroll- and HR database in Agresso software
- Prepare monthly processing payroll of salaries for all NPA Vietnam staff in Agress software



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- Receive and review bank debit advices related to staff salary transactions every month
- Process accounting vouchers and other journals into AGRESSO according to the financial policy
- Assist the field offices in the preparation of monthly financial reports. Prepare BS accounts reconciliation on a monthly basic.
- Ensure personnel related accounting are available for audit/management control checks and to arrange disposing files when necessary.

Required qualifications

- Bachelor of Accounting with at least 03 year experience in accounting; knowledge and experience working with accounting software is a plus
- 2 year experience with C & B work is preferred
- HR, local Law and Tax knowledge.
- Possess good analytical and Interpersonal Skills.
- Good time management and organizational skills.
- Able to handle confidential information appropriately.
- Able to work under stress to meet tight deadlines and handling multiple tasks.
- Self-motivated, independent, proactive and familiar with multi-cultural working environment

Interested candidates are requested to submit a CV and a cover letter to NPA via e-mail address to hrm.vietnam@npaid.org. The closing date for applications is **17 June 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.