



TERMS OF REFERENCE

Finance and Operation Officer

The Finance and Operation Officer will be working 40-50% time under the direct supervision of SPARK's Executive Director.

JOB DESCRIPTION

Overall responsibilities:

The Finance/Admin Officer will be responsible for all accounting and financial management of SPARK, including daily financial administration, analysis of annual financial data, and accurate management of budgets. Coordinating all administrative and logistic, ICT services at the office and provide efficient support to SPARK team. Advise the Director in all administrative and logistic policies and procedures as well as solutions for improvement.

Main Responsibilities

1. Finance management

- Set up and monitor the financial management system of SPARK, make sure it is in compliance with instructions of donors and other regulators. Update financial manual and SPARK's cost norms when needed.
- Prepare internal and external financial reports as required, provide financial analysis and advice to Executive Director for proper controlling and improvement.
- Manage cash flow within the Centre to ensure liquidity and effective cash/bank structure.
- Participate in the preparation of SPARK's financial proposal and review of grant agreements/service contracts.
- Supports SPARK team in budget preparation and monitoring, financial reports to donors/investors
- Review of financial terms in the contracts with funded Social Enterprises ("SEs"), activity budgets prepared by SEs and provide support to and advice SEs on SPARK's financial regulations.
- Work with donor, auditor, VUSTA, tax officer and other regulators.
- Other finance related tasks

2. Overseeing Operation & Human Resource

- Ensure an effective administrative system for Spark operation that provide a good service to Spark team and its clients
- Supervise admin assistant to ensure smooth running of the office: logistic arrangement, office supplies, correspondents in/out, mail and postage, rent, filling, admin forms, supervision of cleaners' work, fixed asset purchase and control, contracting with suppliers, event organization...
- Update Admin, Human Resource and Finance workflow, Back-up plan, and Human Resource policy when necessary.
- Prepare and monitor contracts (including labor, intern, and volunteer and consultancy contracts). Calculation and payment of salary and benefits, social insurance, income tax for staffs.
- Monitor staff leave and overtime entitlement.
- Ensure procedures on staff annual plan and performance appraisal are done at least once a year for all staffs.

JOB REQUIREMENT

- Minimum of 5 years of relevant experience in financial management, controlling, experience with international organizations is a plus
- Demonstrate high level of integrity
- University graduate in finance/accounting or relevant qualification.
- Sound understanding of financial systems and procedures
- Proven experience of computerized accounts packages, Excel, PowerPoint and Word
- Experience on human resource management and office administration
- Strong communication and interpersonal skills
- Ability to build a proactive team, motivate staff and work collaboratively with colleagues and provide support and advice as necessary
- Written and verbal fluency in English

Interested candidates are invited to send their update CV and letter of interest to: sparkvn@spark.org.vn by **9 August, 2013**.