



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 runs 03 projects in Hue and Quang Tri. NPA Vietnam is seeking qualified, enthusiastic, experienced Vietnamese national applicants for the position of **Finance Officer** for 08 months. The post holder will be based in NPA National office in Ha Noi.

Responsibilities

Under the supervision of the FM, the FO oversees and manages finance procedures and other tasks to ensure effective and efficient financial management of all NPA offices and project offices in line with all current NPA financial policies and procedures.

1. Specific duties

- Support Finance Manager to ensure high standard of financial stewardship in both National office and Project offices
- Assisting FM in maintaining books, accounts and other financial records of NPA adhering the financial standard of NPA financial system to ensure accountability
- Reviewing the correctness and adequate of accounting documents before making payments
- Preparing all payments, cash withdrawal by bank and clearing advances
- Undertaking all transactions at bank (preparing transfers, receiving bank debit and credit advice, bank statement every month or where required)
- Coordinating with cashier to record all receipt vouchers, payments paid in cash to the ledger
- Performing cost allocation of accounts to put into vouchers
- Entering all payment vouchers, receipt vouchers and other journals into Agresso on daily basic
- Assisting to FM for monthly closing report
- Preparing and assisting reconciliation of bank and cash
- Ensuring accounting documents/files for audit
- Preparing fund request for Hanoi office
- Dealing with customers include bank, visitor, consultant and staff on finance and accounting when required

2. Personal Income Tax (PIT):

- Completing monthly/quarterly PIT declaration for employees, or expatriates and report to Tax Dept.
- Compiling annual PIT finalization for employees, or expatriates and report to Tax Department.
- Contacting Tax authorities on new issues of PIT and inform to employees promptly.

3. In charge of the Granted projects

- Cooperating with Finance officers of partners organizations and make necessary weekly and monthly or quarterly reports or any tasks required

Performing any lawful tasks as requested by Finance Manager



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YEARS
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2014

Norwegian People's Aid

Required qualifications

- Bachelor of Accounting/Finance
- At least 03 year experience with accounting
- Local Law on financial management 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 and proactive

Interested candidates are requested to submit a CV, a cover letter, a copy of related certificates & diplomas and 03 references to NPA via e-mail address hoangh@npaid.org .The closing date for applications is **11th July 2014 at 5 pm** with a start date in August 2014. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.

Norwegian People's Aid
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