

# JOB DESCRIPTION

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## ACTION ON POVERTY IN VIETNAM

### Senior Finance Officer

**Effective date:** May 2022  
**Contract type:** Full-time, definite-term contract (renewable)  
**Work location:** Based in Hanoi, Vietnam with frequent travels to the fields  
**Reports to:** Finance Manager

#### ABOUT US

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully-accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change, and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

#### ROLE SUMMARY

The Senior Finance Officer will work within the Resource Management of AOP in Vietnam with the purpose is to ensure effectiveness and compliance of AOP in Vietnam financial policies and procedures across different programs and projects funded by different donors. The position will provide support in financial management and accounting of programs by working closely with Products and Services Department and Finance Team. The position will act as a financial liaison with program and project partners to ensure all financial and accounting procedures are carried out in compliance with AOP policies, donors' requirements, national law and regulations.

#### MAIN AREAS OF RESPONSIBILITY

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Key Responsibilities	Specific Tasks
<b>1. <i>Develop financial reporting mechanism and process, build partners' and staff's capacity in finance</i></b>	<ul style="list-style-type: none"><li>▪ Properly coach, advise and monitor partners in program/project finance management and accounting including preparation of reports, opening and managing accounting books;</li><li>▪ By providing timely support and capacity building, ensure partners understand well and strictly comply to AOP's financial policies and cost norms, in accordance with each donor's requirements;</li><li>▪ Design, review and update program/project financial guidelines to partners;</li><li>▪ Actively seek initiatives to improve the outcomes and effectiveness of program/project financial management and reporting in compliance with donors' requirements;</li><li>▪ Support identification and design, where necessary, appropriate training for staff and partners in the areas of finance to build capacity in financial management and planning, particularly in regards to budgeting and donor reporting.</li></ul>

2. **Facilitate and monitor program/project financial management and reporting of partners**
  - Act as a financial liaison with partners of various projects;
  - Monitor, collect and verify the financial books and reports that partners submit to AOP monthly and ensure their accuracy and compliance with AOP's budget plan and financial procedures;
  - Periodically visit partners' offices in project sites to check their program/project accounting documents and financial reports to ensure they are accurate and in compliance with AOP's budget plan, cost norms, partner agreements and financial procedures;
  - Check payment and transfer requests from partners and related supporting documents to ensure compliance with accounting standards;
  - Verify relevant procurement procedures, check and verify purchase orders, quotations, contracts, payment requests, invoices, receipts, vouchers and other financial documents for approval;
  - File copies of partners' project accounting documents and financial reports properly and easy to access;
  - Provide necessary assistance to microfinance program as required;
  - Provide necessary assistance to accounting and financial management activities of project's social enterprise as required.
3. **Facilitate tax procedures**
  - Facilitate tax refund procedures for program/project and partners;
  - Engage in payroll management and personal income tax (PIT) declaration and exemption for expatriate staff;
  - Ensure program/project documents are in line with tax regulations for subsequent PIT exemption and VAT refund/ exemption.
4. **Program/project budgeting**
  - Develop budget formats of program/project and ensure they are in compliance with donors' requirements, uniformed and easy to consolidate;
  - Check and monitor the budgets of program/project to ensure they complies with formats and budget allocation;
  - Engage in budget planning for program/project and its activities.
5. **Prepare program/project financial reports for donors, support auditing**
  - Prepare and verify required financial reports for programs and projects at national level;
  - Prepare monthly synthesis financial updates for programs and projects;
  - Periodically prepare financial reports to donors accurately and in compliance with donors' requirements, cost norms, formats, processes, deadlines, and follow AOP financial manual;
  - Accompany internal/external auditors to conduct audit visits to partners' offices in project sites;
  - Provide auditor with sufficient and appropriate information;
  - Facilitate the realisation of audit recommendations.
6. **Others**
  - Provide support to Operations & HR Team in office finance and administrative activities;
  - Engage in other program activities and field trips;
  - Participate in organising occasional office events and activities;
  - Actively participate in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations;
  - Other tasks as deemed necessary and appropriate.

## REQUIRED QUALIFICATIONS

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<b>Education</b>	<ul style="list-style-type: none"><li>▪ University degree and/or equivalent professional qualification, preferably in finance and accounting.</li></ul>
<b>Work experience</b>	<ul style="list-style-type: none"><li>▪ At least 5 years of relevant work experience in accounting or finance;</li><li>▪ Experience in PIT declaration for expats is an advantage;</li><li>▪ Experience in not-for-profit sector and INGOs is preferable.</li></ul>
<b>Technical knowledge and skills</b>	<ul style="list-style-type: none"><li>▪ Familiar with accounting softwares;</li><li>▪ Experience with international aid program fundings and financial management and reporting;</li><li>▪ Ability to work independently and prioritise own workload;</li><li>▪ Ability to work effectively within a team;</li><li>▪ Excellent interpersonal and communication skills in Vietnamese and English, both spoken and written;</li><li>▪ Good coaching skill;</li><li>▪ Sensitivity to cultural differences, ability to work in a wide variety of cultural contexts;</li><li>▪ Willingness to travel to project sites on a regular basis;</li><li>▪ Proficiency in Microsoft Suite (Word, Excel, Power Point);</li><li>▪ Excellent working knowledge of spreadsheets and databases;</li><li>▪ Familiarity with AOP's thematic areas of work is an asset.</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>▪ Fluent English and Vietnamese, both spoken and written.</li></ul>
<b>Attitude</b>	<ul style="list-style-type: none"><li>▪ Detail-oriented and careful</li><li>▪ Diligent, proactive and independent</li><li>▪ Patient, friendly and supportive</li></ul>
<b>Adherence to</b>	<ul style="list-style-type: none"><li>▪ Poverty and injustice eradication</li><li>▪ Gender equality</li></ul>

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AOP in Vietnam is an equal opportunity employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.