



## **National Accountant**

Habitat for Humanity Vietnam (HFHV) is currently seeking a Vietnamese individual to serve as a National Accountant. This position is based in Ho Chi Minh city and responsible for but not limited to

- Consolidate and record organization's finance transactions into Sun System.
- Prepare Monthly/ Quarterly financial reports; analysis actual vs budget; reconcile Balance sheets accounts; memo accounts.
- Prepare and conduct banking processes; Conduct and Manage cash management systems; disbursement for day to day transactions through control system;
- Supervise and implement the internal controls relating to the physical resources of the national office
- Assist and facilitate external, internal, donor audits and evaluation
- Maintain correspondence with HFHI regarding transfers, reimbursements and reports
- Update fund transfer request on a regular basis and upon request.

### **Requirements:**

- Bachelor's degree in accounting
- Minimum 02 years experience in accounting.
- Working knowledge and/or technical expertise in Accounting and Auditing, Accounting Software, Contract review skill
- Committed to continuous learning and self-development
- Ability to provide good customer services to staff and relevant stakeholders

### **How to Apply**

Please note that only short-listed applicants will be contacted by email and that applications will be reviewed on an ongoing basis. Given the necessity to fill this position as soon as possible, and depending on the qualifications of applicants, HFH Vietnam may offer a suitable position to potential candidate and before the closing date (January 31, 2013); therefore candidates are urged to submit their application in a timely fashion. If you have not received an email within two weeks of submitting your resume you can assume your application was not successful.

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam