



Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God’s love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

We are looking for high potential candidate to fill a role of Finance Officer. Our announcement will be closed by 15 Dec. 2017.

We recommend interested & qualified candidate to send your comprehensive CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.

Position Title	Finance Officer	Work Location	Ha Noi Office
Report to:	Senior Finance Manager	Supervise	None

Job Summary:

The Finance Officer work closely with the HFHV finance team in National Office, and the project team members to manage daily financial activities of the office and organizational accounting needs and requirements in a timely and accurate manner to insure compliance with HFHI/HFHV Finance Policies, guidelines and local laws and regulations; insure stewardship of organization resources.

In coordination with the HFHV finance team in National Office to provide support in managing the national organization’s financial activity, accounting system and finance policies and procedure; including supporting Budget Managers oversight and review of financial reports and activities related therein.

Working and supervising to Program Assistant cum Admin Clerk in term of Cashier and Merchandise Management to ensure The Project Office Operation Cash and Merchandise are managed proper and meet the required expectation.

Supports the organization in its interactions with the government authorities.

Responsibilities:

- Verify and endorse for invoices and supporting documents to ensure a business cash advance or payment request are authorized as per DOA, all required supporting documents are available and

they are verified proper before preparing & processing wire transfer or cash payment. Ensure neither missing any payments nor duplicated payments.

- Supervise and support Program Assistant cum Admin Clerk in term of Cashier and Merchandise management roles to ensure:
 - Issue sufficient receipt / payment / merchandise output and input voucher and record them accordingly into cash ledger / cash book / merchandise book timely and accuracy manner.
 - Carry out cash count and surprise cash count. Physical merchandise and organization asset inventory
 - Maintain sufficient cash amounts of change in safe box
 - Keep cash safe box safely.
 - File payment and receipt voucher sufficiently, orderly and up to date
- Work closely with Project Manager in preparing monthly progress invoices to Contractor / Consultant for work performed during the month (prepare list of contracts that payment method is progressing payment);
- Reconcile AP, AR, Prepay, Deposit, Business & employee advance and accrual account on monthly basic. Investigates unexpected / unusual / discrepancy cases and resolve them.
- Manage all project accounting databases to ensure timely upkeep, security and control. Ensure all financial records are filed appropriately.
- Prepare a semi-month transaction report to provide NO accountant for reviewing and recording into SUN System.
- Interpret and provide internal distribution of financial information at the project office level
- Provide services as an “Internal Auditor” assuring internal control policies and financial procedures are being complied / applied at the project office.
- Prepare monthly estimated expenses send to NO accountant for verifying (based on the monthly estimated expenses and need of cash at project office, NO accountant will prepare a check for cash withdrawal at project office).
- Coordinate with Finance Coordinator to assist Project Manager in preparing their project’s cash-flow forecast on quarterly basic or at any time be required by donor; interpretation & analysis their financial report in order to appraise operating result (actual performance against budget)
- Assist NO team in quarter/year end closing; annual external & and external audit (if required).
- Perform other relevant assignments requested by SFM and/or CD

Job requirements:

To be successful in this role, potential candidate should demonstrate following qualification & willingness & availability to travel domestically or internationally from time to time and work with computer for long hours

1. Degree in Accounting from University or Diploma Awarding Institution
2. 3+ years in the field of accounting with medium / large organization, preferable FDI Enterprise
3. Soft skills include:
 - ✓ Sound technical knowledge in accounting, systems, policies and procedure
 - ✓ Advanced computer skills MS Excel, MS Word. (Familiar with Sun System would be an advantage)
 - ✓ Aptitude to learn new computer application;
 - ✓ The intermediate level in English language;
 - ✓ Work ownership, responsible and committed.
 - ✓ Willingness to work “hands-on”.
 - ✓ Customer service skills and team work spirit