



Senior Finance Officer

SUMMARY

The American Red Cross (ARC) is a non-profit, volunteer-led, humanitarian organization seeking to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network in order to deliver vital help and hope to some of the world's most vulnerable communities.

In Vietnam, ARC has been providing technical and financial support to the Vietnam Red Cross (VNRC) for over ten years. Current projects are implemented in Hanoi, Son La, Hai Phong, Thai Nguyen, Nam Dinh, Ha Tinh, Quang Nam, Quang Ngai, and Long An. Our portfolio includes HIV/AIDS Prevention, Care and Support, urban and rural Disaster Risk Reduction, Climate Change Adaptation and Emergency Relief.

We are looking for an experienced and enthusiastic person to fill the position of Senior Finance Officer (SFO) based in our Hanoi office with occasional travel within Vietnam.

POSITION TITLE: Senior Finance Officer (SFO)

REPORTS TO: Country Representative

JOB SUMMARY: Responsible for all matters related to American Red Cross Vietnam country office funds use, budgets, compliance, procurement and financial reporting. Train and advise the Vietnam Red Cross Society on financial, compliance and administrative matters. Ensure proper sub-recipient monitoring. Supervise the ARC Finance Officer.

RESPONSIBILITIES

Financial Management:

Ensure ARC expenditure is incurred within cost norms, in line with the ARC standing financial instructions, booked in QuickBooks / Epicor to the right account and budget codes, with due prior approvals, in compliance with USAID and other donor regulations and relevant local laws of Vietnam, and supported by adequate back-up documentation. Ensure proper allocation of shared costs across the projects.

Provide direct supervision, on –the-job training and guidance to the Finance Officer for day-to-day, monthly, quarterly and annual accounting and finance processes.

Respond to internal and external audits, leading on determining scope of work, tendering and working with auditors, until a final audit report is released.

Cash and Bank Management:

Ensure both petty cash account and bank accounts are used in compliance with the standing financial instructions; there is cash liquidity and prudent balances at the end of each accounting period. Make sure there is full bank reconciliation for each of the accounts. Build good working relationship with bank staff to ensure smooth communication and cooperation.



Budgets:

Prepare budgets for Vietnam Office projects in both donors' format and ARC standard format. This includes working with the Country Representative and program team at all stages from proposal to award grant.

Monitor the implementation of budgets, making analysis on variances, and proposing revisions as necessary, including the preparation of quarterly Budget vs Actual (BVA) reports to present to the Country Representative and program managers.

Reporting:

Lead on month-end closing process and review monthly financial reports including cash request and cash forecasts to submit to ARC National Headquarters (NHQ), ensure they are accurate and in compliance with ARC requirements, policies and procedures.

Review financial reports to donors prepared and sent by NHQ to ensure they match with field expenses.

Sub-recipient monitoring:

Review monthly sub-recipient's financial reports for VNRC including the allowability of expenses, prior approvals and the compliance with Project Agreements and other policies and procedures applicable to sub-recipient, review monthly sub-recipient's cash request for accuracy and validity, and monthly financial reports are received from and funds are issued to sub-recipients on time. This includes completing monthly Sub-Recipient Monitoring Checklists for all active sub-awards.

Attend VNRC project quarterly meetings, give presentations on BVA, compliance and provide guidance to VNRC and provincial project staff on financial and compliance related issues.

QUALIFICATIONS

- Relevant educational qualification in accounting / auditing – Master's degree and degrees from international universities preferred.
- Relevant professional qualification in accounting / auditing – CPA, ACCA, CIMA preferred.
- 5-7 years relevant work experience with at least 2 years of experience working in international humanitarian aid sector – required.
- Experience of lead finance manager in organization of any size – required.
- Familiarity with USAID rules and regulations – preferred.
- Experience working with the Red Cross movement – preferred.
- Well-versed with Excel (formulas, pivot tables, macros, etc.) and financial software systems– required.

Applicants should send a current resume and a cover letter in English containing the name and contact details of three recent supervisors/managers as well an indication of salary expectations (net per month in USD) to amcrossvn@hotmail.com by 5pm Monday, January 13th, 2014. Only qualified candidates will be contacted.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.