



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-HR Officer** in charge of Finance and Compensation-Benefits for all NPA staff. The post holder will be based in NPA National office in Ha Noi.

Responsibilities

HUMAN RESOURCES

1. General

- Assist HRAM in procedures and paperwork for recruitment, contracting and leaving staff
- Register for the changes in staff to the Department of Diplomatic Service (DIPSERCO)
- Responsible for administering the personnel filing system and updating personnel management system monthly, in both hard and soft files in Knowledge Base and Agresso.
- Assist all activities related to HR or company events or any requests from HRAM
- Take care of yearly staff health check and Accident-Health Insurance

2. Compensation

- Execute monthly payroll, arrange timely and accuracy bank remittance, and prepare monthly payslips for employees
- Complete the final compensation, severance allowance and other paperwork for leaving employees.
- Assist HRAM in participating in salary and benefit survey.
- Evaluates jobs for developing compensation and benefits program when required.
- Submit monthly report (manpower) to HRAM, Country Director or other report related when required.

2. Benefits

- Oversee of social and health insurance, accident-health insurance and other insurance benefits for employees monthly and upon case-by-case basis in coordination with respective staff in field offices.
- Contact social, health offices and labor authorities on providing social insurance book and health care card for employees as per local law.
- Timely update changes on staff list to Insurance provider.
- Prepare paperwork to Social Insurance monthly for HN office staff and supervise field office staff to ensure they do it in a timely manner as per mandatory requirement.
- Daily update and maintain the payroll- and HR database in Agresso software

3. Personal Income Tax (PIT):

- Complete monthly PIT declaration for employees, or expatriates and report to Tax Dept.
- Compile annual PIT finalization for employees, or expatriates and report to Tax Department.
- Contact Tax authorities on new issues of PIT and inform to employees promptly.

FINANCE

- Assist FM in maintaining the books of accounts and other financial records of the NPA adhering to the financial standards of NPA financial system to ensure accountability
- Prepare and review the correctness and adequacy of supporting documents submitted for payments with proper account allocation and Initiate appropriate payments to staff and suppliers
- Check, allocate and follow up with relevant staff to clear standing advance





- Prepare daily payments and record all transactions into Agresso software
- Receive and review bank debit advices related to staff salary transactions every month
- Process accounting vouchers and other journals into AGRESSO according to the financial policy
- Assist the field offices in the preparation of monthly financial reports. Prepare BS accounts reconciliation on a monthly basic.
- Operation bank
- Ensure personnel related accounting are available for audit/management control checks and to arrange disposing files when necessary.

Required qualifications

- Bachelor of Accounting with at least 03 year experience in accounting; knowledge and experience working with accounting software is a plus
- 2 year experience with C & B work is preferred
- HR, local Law 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, proactive and familiar with multi-cultural working environment

Interested candidates are requested to submit a CV and a cover letter to NPA via e-mail address to hrm.vietnam@npaid.org. The closing date for applications is **22nd April 2014 at 5 pm** with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.

