



TERMS OF REFERENCE

Finance and Operation Officer

Spark Center for Social Entrepreneurship Development (Spark Center) is currently a non-governmental organization, registered as a member of the Viet Nam Union of Science and Technology Associations (VUSTA).

Spark Center is part of the Local Capacity Development Facility (LCDF), initiated by the Netherlands Development Organization (SNV). Spark Center is proud to be co-founded by SNV, the Viet Nam Center for Community Support Development Studies (CECODES), PACT in Viet Nam and the Center for Sustainable Rural Development (SRD Viet Nam).

The objectives of Spark Center's activities are:

1. To support social enterprises in successful up-scaling and replication of proven local social business solutions
2. To facilitate the development of transparent and dynamic individual and business capacity development services at local levels, especially where local social business solutions are implemented.

The Finance and Operation Officer will be working 50% time under the direct supervision of SPARK's Executive Director.

JOB DESCRIPTION

1. Finance management

- Set up and monitor the financial management system of SPARK, make sure it is in compliance with instructions of donors and other regulators. Update financial manual and SPARK's cost norms when needed.
- Prepare internal and external financial reports as required, provide financial analysis and advice to Executive Director for proper controlling and improvement.
- Provide support to program directors in budgeting and budget monitoring.
- Manage cash flow within the Centre to ensure liquidity and effective cash/bank structure.
- Participate in the preparation of SPARK's financial proposal and review of grant agreements/service contracts.
- Review of financial terms in the contracts with funded Social Enterprises ("SEs"), activity budgets prepared by SEs and provides support to and advice SEs on SPARK's financial regulations.
- Work with donor, auditor, VUSTA, tax officer and other regulators.
- Other finance related tasks

2. Overseeing Operation & Human Resource

- Supervise admin assistant to ensure smooth running of the office: logistic arrangement, office supplies, correspondents in/out, mail and postage, rent, filling, admin forms, supervision of cleaners' work, fixed asset purchase and control, contracting with suppliers, event organization...



- Update Admin, Human Resource and Finance workflow, Back-up plan, and Human Resource policy when necessary.
- Prepare and monitor contracts (including labor, intern, and volunteer and consultancy contracts). Calculation and payment of salary and benefits, social insurance, income tax for staffs.
- Monitor staff leave and overtime entitlement.
- Ensure procedures on staff annual plan and performance appraisal are done at least once a year for all staffs.

JOB REQUIREMENT

- Minimum of 5 years of relevant experience in an NGO environment
- University graduate in finance/accounting or relevant qualification.
- Sound understanding of financial systems and procedures
- Proven experience of computerized accounts packages, Excel, PowerPoint and Word
- Sound knowledge of human resource management and office administration work
- Strong communication and interpersonal skills
- Ability to build a proactive team, motivate staff and work collaboratively with colleagues and provide support and advice as necessary
- Written and verbal fluency in English

Interested candidates are invited to send update CV and letter of interest to: ngoccth@spark.org.vn (Ms. Ngoc) by May 6th, 2013.