

## EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360, also known as Family Health International, is a non-governmental organization that works with the Vietnam Ministry of Health, other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; TB control; nutrition; maternal and child health; dengue control; behavioral and epidemiologic research methods training; clinical research in new vaccines and drugs; and laboratory strengthening.

We are currently seeking qualified, experienced, and highly motivated candidate for the position of **Finance Officer** to work in our Hanoi office:

### **Position Summary:**

The incumbent will assist the FHI360 in the financial management of and technical assistance provision to FHI360/Vietnam supported projects in Vietnam.

### **Main duties and responsibilities:**

- Manage the financial performance of the subawards, including deviation of the original subaward budget
- Perform initial review for Subawardee Financial Reports (SFRs), make sure that SFR expenditures are in compliance with approved budget and supporting documents are consistent to FHI360 policy as well as Vietnamese Law and make recommendations to the Project Coordinators/Monitors for/against approval.
- Take part in managing the subaward inventory, subagreement worksheet and subaward tracking database.
- Provide accounting assistance, including orientation, and oversight as needed for subawardees which have subawards with FHI 360
- Provide project financial information to Project Coordinators/Monitors and Associate Directors for effective management of FHI 360 subawards.
- Assist in working with auditors for subawardee audits.
- Conduct the site visit checklist with subawardees periodically.
- Keep track cost-share reports from subawardees and prepare report on quarterly basis to HQ.
- Other duties as requested

### **The successful candidate will have the following qualifications and abilities:**

- University degree in accounting, finance or related field.
- At least 5 year experience in a similar position in a foreign business or NGO/INGO
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies;
- Analytical and results oriented; honest and accurate; mature and reliable.
- Track record of being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time.
- Auditing skill is an advantage.
- Computer literate (MS word, Excel...) and well-developed communication skill in both Vietnamese and English;
- Ability to travel as necessary.

**FHI 360 offers a competitive salary and excellent benefits.**

*Please send detailed curriculum vitae with letter of application, copies of degrees and certificates in English by 5 PM July 27, 2014 to:*

**Human Resources Section, FHI 360 Vietnam  
7<sup>th</sup> Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam  
Email: [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org)**