



JOB DESCRIPTION

Program Finance Responsible

Peace and Development (PyD) is a Spanish International NGO working in 14 countries around the world. PyD is supporting the implementation of a 4 -year Regional program on *Economic and Social Empowerment with gender perspective in Vietnam, Cambodia and East Timor*, hereinafter referred to as *EE Regional Programme*. In Vietnam, it is implemented in Hanoi, Quang Nam and Da Nang provinces.

The Programs aims to:

- Encourage local initiatives which promote employment and entrepreneurship, while gender disparity is alleviated through improving skills of local authorities and civil society.
- Promote rural development with local and gender approach, enabling fair distribution and control of resources.
- Promote Social Rights of vulnerable people through social justice initiatives on equality and non-discrimination, specially women
- Promote the prevention of gender based violence. Paz y Desarrollo (PyD) is the organisation responsible for coordinating the Joint Communication Campaign for Prevention of Domestic Violence in Viet Nam (JCC) which was co-founded in 2008 with the Family Department of the Ministry of Culture, Sports and Tourism. The objective of the campaign, the first nation-wide communication initiative for prevention of domestic violence, is to prevent domestic violence (DV) before it occurs. We do this through a primary prevention strategy by encouraging gender equitable attitudes among young men and involving them in efforts to prevent gender-based violence (GBV). Since founding the campaign, 25 organisations have joined including three United Nations agencies: UNWOMEN, UNFPA, and UNODC; three mass civil society organisations: The Vietnam Farmer's Union, The Ho Chi Minh Communist Youth Union, and The Vietnam Women's Union; along with local and international NGO's alike.

PyD Vietnam is looking for a Vietnamese qualified candidate to fill in the position of **Program Finance Responsible for EE Regional Program, Vietnam component**. She/he will be responsible to support, coordinate and oversee the financial, administrative and Human Resources functions of PyD Regional Programme in Vietnam under Finance and Administration Manager's, Program Director's and PyD Country Representative's supervision. She/he will also be responsible to support and to facilitate the implementation of the program in line with PyD values, strategy and guidelines as well as with donor's requirements.

We offer a competitive package, in accordance with candidate skills and experience.



1. **Functional Title:** **Program Finance Responsible for EE Regional Program, Vietnam component.**
2. **Status:** Full Time
3. **Organizational Relationship:**
Reporting to: Finance and Administration Manager, Program Director and PyD Country Representative
4. **Location:** PYD in Vietnam - Hanoi
5. **Duties and Responsibilities:**

FINANCE:

Budgeting and Cash Management:

- To support the preparation of EE annual budgets and help PyD technical staff in its preparation in accordance with PyD and donor's requirements.
- Follow up of program budgets, using relevant reports to identify relevant / expected implementation discrepancies.
- To ensure that there are enough funds available in the program to execute the activities, supporting the relevant reports and transactions (cash reconciliations, funds requests...).
- Prepare bank payment order.
- Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances.
- Ensure Petty Cash to be reviewed and updated controlling up-to-date records
- Support the preparation of Final Financial Report in coordination with Finance and Administration Manager, Program Director, PyD Vietnam Country Representative and Regional Finance Department

Coordination and overall management of local partners:

- Support the performance of local partners, ensuring the effective and transparent use of funds together with the Finance and Administration Manager and local team.
- To supervise and support the local team on the preparation of budgets, fund requests and follow up the settlements of funds transferred.
- To train partners' staff on the detailed financial guidelines and requirements in order to implement activities and execute budgets accordingly.



Accounting and Reporting:

- To support payments of expenses executed by the Delegation, ensuring they fulfil PyD, donor and Vietnam regulations.
- To ensure that the expenses executed by EE Program in Vietnam are allocated to the according budget provision.
- Prepare the Program financial reports (annual and bi-monthly) and submit to Finance and Administration Manager, Program Director, PyD Vietnam Country Representative for clearance.
- To ensure proper accounting of all program transactions in the PyD relevant tools (normally Excel sheets) as instructed by PyD. This includes both, PyD's and Partner's transactions.
- To ensure proper preparation of financial statements, cash books, list of expenses, bank accounts reconciliations, etc. in accordance with PyD requirements and applicable tools.
- To submit financial reports and send the relevant financial supporting documents in accordance with PyD requirements to Finance and Administration Manager, Program Director, PyD Vietnam Country Representative and Regional Finance Department.

ADMINISTRATION:

- To support relationship with PACCOM and other relevant authorities;
- To manage and arrange the needed permits and ensure the legal status of PyD and PyD expatriates in Vietnam through PACCOM or any other appointed authority.
- To support the overall logistics, purchases, equipment procurement, IT services and maintenance.
- To ensure systematic filing/documentation of office.

Human Resources Management

- To support in the preparation of employment contracts, end of contracts; arrange insurance/medical check-up for all staff.
- To support in the proper registration of staff attendance/ maintain PyD leave record and balances for all staff.
- To contribute to the establishment and maintaining of a harmonious working environment; seeks to strengthen team-building by encouraging active participation and interaction at all levels

Others

- To attend any meeting related to his/her areas of responsibility.



- To provide recommendations to the Finance and Administration Manager to improve PyD Financial, Administrative or Management procedures.
- To perform any other work related duties as required.

6. Post-Specific Qualifications:

EDUCATION

- Holding at Bachelor degree in finance or business management.
- Having an accounting recognised title will be a plus.

EXPERIENCE

- A minimum of 3 years of relevant working experience in the area of finance and administration, with preference for an INGO.

SKILLS AND ABILITIES

- Having proven skills of English and Vietnamese communication.
- Excellent Management of Excel. This is an essential requirement. Candidates not meeting this requirement are advised to refrain from applying.
- Good computer skills, especially good management of Office Package
- Good problem- solving skills;
- Organization and management skills

SELECTION

Interested candidates are encouraged to send an application letter and CV in English together with a recent picture via email before 24th August 2014 24h (Hanoi time) to the following email address hang.pham@pazydesarrollo.org and CC elena.cristini@pazydesarrollo.org

Please indicate in the subject of the email “Program Finance Responsible”.

Only short-listed candidates will be contacted.