



<b>KEY POSITION INFORMATION</b>			
<b>Job Title</b>	MF Finance Manager		
<b>Reports To</b>	MF National Program Manager		
<b>Department/Group</b>	Micro Finance Program	<b>Location</b>	Hanoi

**WORK CONTEXT / BACKGROUND:**

As per WV Vietnam strategy, micro finance is managed as one of its initiatives. In other word it is part of WV Vietnam and not as a separate entity line in other countries. .

WV Vietnam has 35 Area Development Programs (ADP). ADP is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. WV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty.

Micro Finance program's mission is to foster improvement in the quality of life among the clients in Vietnam by assisting the economically active poor and graduating the moderate and poorest of the poor into entrepreneurial skills. This will be accomplished through a sustainable Micro Finance program that provides access to loans, insurance and savings within ADPs. All aspects of the services that MF program delivers are built to lead the development of appropriate models, capacities and systems for Micro enterprise development in Vietnam, resulting in sustainable economic development as part of WV transformational development ministry throughout ADP communities.

MF Program is structured in two management levels: central office in Hanoi and branch office at provincial and/ or regional level. All direct transactions with clients including clients screening, loan processing and loan collection are carried out at communities' level through a network of local staff.

**PURPOSE OF POSITION:**

- To support WV Vietnam to maintain high standard of financial stewardship.
- To manage MF Program's treasury to ensure the sustainable operation and compliance with existing regulations.
- To supervise the accounting and finance management functions of the MF Program.

<b>ROLE DIMENSION/DESCRIPTION</b>	<b>End Results Expected</b>	<b>Time Spent</b>
Planing and system development	<ul style="list-style-type: none"> <li>- Financial systems are established as required by VFI's standardization and maintained in order to provide appropriate levels of security and controls over the organization's resources.</li> <li>- Financial transactions are ensured to comply with VFI policies and standards, local regulators requirement as well as MF Program's finance manual.</li> <li>- Technical oversight is provided to the Branch accountants in formulating the branch accounting system.</li> <li>- Three – year Financial projection is developed and regularly revised to incorporate into MF Program's business plan.</li> </ul>	20%
Accounting and finance Implementation	<ul style="list-style-type: none"> <li>- Annual budget is accurately prepared, mid-year reviews are properly carried out and other budget revisions are timely made</li> </ul>	40%

	<p>for both branches and national office as required.</p> <ul style="list-style-type: none"> <li>- Measures to enhance the credibility and objectivity of financial statements and reports are identified and implemented.</li> <li>- Appropriate and cost effective financial policies, procedures, internal control system are established, reviewed and updated.</li> <li>- The finance management manuals are regularly reviewed and updated with all changes related to policies and procedures.</li> <li>- Financial summary and analysis reports are reviewed.</li> <li>- The preparation, updating and maintenance of program inventory, fixed asset records etc. are monitored.</li> </ul>	
Monitor, follow-up and reporting	<ul style="list-style-type: none"> <li>- Financial performance is continuously monitored against the operational and business plan; accomplishments and issues of concern are regularly informed to the National Program Manager and MF Program Advisory Board.</li> <li>- The implementation of branch accounting system by Branch accountants is closely monitored; coaching and guidance are provided to them in a timely manner.</li> <li>- The performance of the MF Finance Officer and Branch Accountants are closely supervised, monitored, coached, mentored to ensure high quality performance; inputs are provided to the annual performance appraisal exercise.</li> <li>- Audit findings are followed up and recommendations are implemented.</li> <li>- Financial/MIS reports are properly and in timely manner prepared &amp; submitted to the national office, donors, support offices and VFI as required on a monthly, quarterly and annual basis.</li> <li>- Sunsystem software is well managed; accounting and finance relevant e-copies and files are backed up and secured on a monthly basis.</li> </ul>	35%
Staff development	<ul style="list-style-type: none"> <li>- Necessary training and other support are identified and provided to MF Finance Officer and Branch accountants.</li> </ul>	5%

<b>No. Direct Report:</b>	3-6	<b>Positions Supervised:</b>	MF Finance Officer, Branch Accountants
<b>Other Reporting Relationships</b>			
<b>Financial Authority</b>			
<b>Total Budget</b>	Around US\$ 2,000,000		
<b>Decision Making Authority</b>	Within WVW Policies and Guidelines		

**Important Functional Relationships:**

List below all the contacts required in this position in order to efficiently accomplish the objective of the position.

<b>Contacts</b>	<b>Reason for Contact</b>	<b>Frequency of Contact (Daily, Weekly, Monthly)</b>
MF National Program Manager	Receive overall guidance and approval	Daily
Hanoi Finance Department	Funding, PD	Daily/Weekly
Branch accountants	Supervision, finance and accounting implementation	Daily/Weekly
Banks	Transaction, information	Daily/ weekly
HRD	Staff recruitment	Upon request

### Major Challenges:

*<List below some of the major challenges unique to this role and solutions or approaches to these challenges>*

<b>Challenge</b>	<b>Possible Approaches/Solutions</b>
- Sunsystem operation	- In depth training, on the job learning
- Branch accountant competencies	- CB for Branch accountants
- Branch Accountants are working in scattered areas	- Deepen Coordination skills

### Knowledge, Skills, Abilities:

*(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)*

<b>Education</b>	<ul style="list-style-type: none"> <li>- A Bachelor Degree in Accounting or Finance.</li> <li>- A Chartered Accountant or Certified Public Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Preferred</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>- Knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and internal controls.</li> <li>- Knowledge of accounting theory and financial statements and government tax requirements.</li> <li>- Strong accounting and finance management skills.</li> <li>- Good oral and written communication skills, team building skills, and ability to work in a cross-cultural environment with a multi-national staff.</li> <li>- Good English skills (both spoken and written).</li> <li>- Good computer skills (Words, Excel, Access).</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- At least 5 years experience with minimum 3 years in a senior supervisory role.</li> <li>- Experience in treasury activities, establishment and monitoring of budgets, and an understanding of data processing concepts and systems</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Essential</li> </ul>

<b>Work Environment</b>	<ul style="list-style-type: none"> <li>- Requires continual mental concentration and attention to details.</li> <li>- Strict requirement on integrity and accountability</li> <li>- Strict deadlines must always be met and deadline induced mental stress is frequent.</li> <li>- 15-20% time of field visits is expected</li> </ul>
<b>Core Capabilities:</b>	<p><b>Achieving Capabilities:</b>  Achieving quality results and service  Practicing accountability and integrity  Communicating information effectively</p>
	<p><b>Self-Managing Capabilities:</b>  Demonstrating Christ-centre life and work  Learning for growth and development  Maintaining work/life balance and effectiveness</p>
	<p><b>Thinking Capabilities:</b>  Thinking clearly, deeply and broadly  Understanding the Humanitarian Industry  Understanding World Vision's mission and operations  Practicing innovation and creativity</p>
	<p><b>Relational Capabilities:</b>  Building collaborative relationships  Practicing gender and cultural diversity  Influencing individuals and groups</p>

<b>Prepared by HRD:</b>	<b>Date Revised: 6 August 2010</b>
<b>Reviewed by MF National Program Manager:</b>	<b>Date:</b>
<b>Agreed by Hiring Manager:</b>	<b>Date:</b>
<b>Agreed and accepted by Job Holder:</b>	<b>Date:</b>