

JOB DESCRIPTION

Position	Administrative/ Finance Assistant
Program	All programs
Organization	Helen Keller International
Report to	Administrative/ Finance Coordinator
Cooperate with	Program staff and other administrative/ finance staff
Supervise	Part-time IT, Finance Interns
Location	Hanoi with about 20% travel to the field
Contract	Fixed term (01 year with possible extension)
Period	Tentatively from mid-May 2015

ORGANIZATION AND PROGRAM DESCRIPTION:

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs based on evidence and research in vision, health and nutrition.

JOB SUMMARY:

The Administrative/ Finance Assistant will perform a both management and supportive role in covering primarily the financial & account components of the HKIVN programs/ projects in close co-operation with Admin/ Finance Coordinator, program staff, local partners and other members of the HKIVN team.

KEY RESPONSIBILITIES

1. FINANCE & ACCOUNTING:
 - Arrange for timely salary payments of the HKIVN team and tax requirements subsequently according to local laws, and payments to suppliers of the HKIVN office;
 - Record all payments (and receipts) in the financial accounting system according to the HKI's financial procedures.
 - Enter daily financial data into Financial Software (QuickBooks), ensuring proper records keeping, internal control;
 - Prepare the monthly financial reporting package of the HKIVN office;
 - Liaise with the bank to ensure proper management of the HKIVN office funds;
 - Manage office petty cash.
 - Ensure that all financial agreements with partners are respected and negotiated according to standard financial management principles of HKIVN;
 - Ensure financial reports submitted by sub-grantees are accurate, proper and timely.
 - Work with program staff to arrange technical assistance in sub-grant management and communicate financial status of projects. Manage project accounting activities (budget monitoring, cash advance request for program activities, monthly expense report...)
 - Monitor the allocation of donor restricted income and expenditure to ensure that donor reports are accurate (donor budget monitoring);
 - Provide guidance and financial training to the program/project team, partner staff if required;
 - Assist Admin/ Finance Coordinator to:
 - Prepare, present and monitor the annual program/project budget in line with the program/project design;
 - Prepare and present annual cash flow projections and monthly monitoring mechanisms;
 - Prepare the HKIVN office annual budget, program/project budget;
 - Liaise with auditors to ensure the smooth running of the annual audit;
 - Prepare & submit monthly and quarterly financial reports to Country Representative according to agreed timetable;
 - Prepare financial reports to donor using specified format according to agreed timetable;
 - Prepare biannual and annual reports to PACCUM;
2. ADMINISTRATION:
 - Make logistic arrangements for lodging, transportation, workshops/conferences, and for other project and operational activities of the office;
 - Ensure efficient filing, tracking and storing system of documents;
 - Research and identify competitive suppliers for project related equipment and supplies;

3. HUMAN RESOURCE

- Support with PIT and Insurance Issues
- Support with recruitment process (recruitment advertisement, receive candidate CV...)
- Remind, collect and check monthly HKI staff timesheet
- Manage documents related to current staff and former staff
- Be responsible for monthly reports and payments to Insurance/Tax Department
- Supervise the part-time IT and finance interns

4. OTHERS

- Assist in building communication plan for projects activities and office;
- Improve and distribute projects communication materials;

Other tasks as required.

REQUIREMENTS:

- Vietnamese citizen;
- At least 2 years working experience in related field
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Proficiency in financial software (Quicken, QuickBooks);
- Bachelor degree in Public Administration and Accounting/ Finance is preferred;
- Working experience in development sector, especially NGOs and community groups is preferred;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment and independently without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;

HKI offers competitive salary and benefits; women are encouraged to apply.

Please send Application Letter & CV to Ms. Lam at dlam@hki.org (copy Pham Kim Ngoc at pngoc@hki.org) by 3rd May 2015.

Only short-listed candidates will be contacted for interview. Application will not be returned.