

| KEY POSITION INFORMATION |  |                 |       |
|--------------------------|--|-----------------|-------|
| <b>Job Title</b>         | Project Finance Officer – ETIP program<br>(End Trafficking In Persons) |                 |       |
| <b>Reports To</b>        | ETIP Program Manager   |                 |       |
| <b>Department/Group</b>  | Field Operation  | <b>Location</b> | Hanoi |

### **WORK CONTEXT / BACKGROUND:**

World Vision (WV) is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. WV serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WV Vietnam (WVV) has a total income of more than USD20,000,000 (FY14) with funding from 13 support countries in Europe, Asia, the Americas and Australia. Programme includes 3 Pillars (Projects): Prevention Pillar , the Protection Pillar , and the Policy/Advocacy Pillar

**Program Goal:** To contribute to the mitigation of the human trafficking problem in the Greater Mekong Sub-region whereby increasing numbers of people are safe from the trafficking threat, survivors are provided with appropriate protection services leading to integration back into society, and government policies provide greater protection to the vulnerable and to victims.

**Prevention Outcome:** To reduce risk factors that contributes to human trafficking at the individual, community, and structural levels and to increase the protective factors and resilience of the most vulnerable families and individuals to prevent trafficking

**Victim Protection Outcome:** To strengthen the protection services to vulnerable persons and victims of trafficking in the GMS, and to promote the (re)integration of victims of trafficking

**Policy Advocacy Outcome:** To effectively advocate for a positive policy environment that increases protection and wellbeing of trafficking victims and those vulnerable to trafficking.

ETIP is a five year programme (10/2011-6/2016) and integrated target ADPs of Huong Hoa District - Quang Tri province, Nong Son District - Quang Nam province and Tran Yen district -Yen Bai province. Protection Pillar Project expands activities to other districts in the same provinces. Policy Pillar Project includes National level activities. The programme recruits one Programme manager, 3 pillar coordinators, one Financial Officer and Youth Led Advocacy Assistant who are based at the national office. The programme is working in closure support and management from the responsible ADP mangers and ETIP field staff based at the ADP level.

### **PURPOSE OF POSITION:**

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the Project Manager in maintaining the books of accounts and other financial records of the Project & adhering to the financial standards of World Vision financial system to ensure accountability.

| ROLE DESCRIPTION            | END RESULTS EXPECTED  | TIME SPENT |
|-----------------------------|---|------------|
| FINANCIAL POLICY COMPLIANCE | <ul style="list-style-type: none"> <li>- ETIP cost norm is prepared to ensure meeting WVV financial policy and ETIP requirements</li> <li>- Assistance is provided to the Programme Manager in developing regulation of ETIP financial management</li> <li>- Relevant expenses of ETIP budget is kept track in working with shared bookkeepers at target ADPs</li> <li>- Administrative financial services are provided to the</li> </ul> | 50%        |

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|                                       | <p>Program to ensure high level of compliance, quality, accuracy and consistency of work in project implementation.</p> <ul style="list-style-type: none"> <li>- Consistent service delivery is ensured by collaborating and working closely with all of the team members of the Program.</li> <li>- All the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. are conducted in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM).</li> <li>- The Program staff is provided the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request.</li> <li>- The Program team is assisted in verifying quotations, procurement, service supply contracts for project-related activity.</li> <li>- Adequacy and correctness of the supporting documents ensured for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV's Policy and donor requirements.</li> <li>- The financial transactions are monitored regularly to maintain project financial account in place and in order.</li> <li>- The suppliers of the quotes/bids submitted for major purchases are randomly selected to verify the existence, nature of business (whether it's related to the goods or services being asked to quote or bid), relationship of the supplier with the staff of the Program and reasonability of amount quoted.</li> <li>- The quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites.</li> <li>- Knowledge and skills of the staff and partner on relevant WV accounting policies and procedures are upgraded.</li> <li>- Assistance to other projects and ADPs are provided when necessary and required by participation in cross-review; assisting cross-audit and assisting in training the new project finance staff (bookkeeper or FO).</li> </ul> |     |
| BUDGET MANAGEMENT & FINANCIAL REPORTS | <ul style="list-style-type: none"> <li>- The Program Manager is assisted in planning and developing project budget in line with the ADP's Plan of Action and log frame.</li> <li>- The financial reports cover memo are timely prepared with variance explanations (quarterly), Advances &amp; Payables Aging Analysis (IA264 &amp; IA269), the asset register is updated, the bank reconciliation performed monthly. All these reports are posted onto FFR Database on quarterly basis.</li> <li>- The Sunsystem generated financial reports are checked and verified for any non-project related expenses, discrepancies and irregularities from the Program finance manual.</li> <li>- The Manager is updated on the project spending status and pattern to avoid risks of ineffectiveness and material overspending or under-spending of the Program budget.</li> </ul>  | 30% |

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| FILING | <ul style="list-style-type: none"> <li>- A systematic filing system of key documents is established and maintained (in hard copy and soft copy) and in line with audit requirements.</li> <li>- All financial and other records required for audit purposes are maintained, and assistance provided in regular auditing of the Program.</li> </ul> | 20% |
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| <b>No. Direct Report:</b>            | 0                                  | <b>Positions Supervised:</b> |  |
| <b>Other Reporting Relationships</b> |                                    |                              |  |
| <b>Financial Authority</b>           | No                                 |                              |  |
| <b>Annual Total Budget</b>           | US\$308.000.                       |                              |  |
| <b>Decision Making Authority</b>     | Within WVV Policies and Guidelines |                              |  |

| Important Functional Relationships:   |   |   |
|---|---|---|
| Contacts  | Reason for Contact  | Frequency of Contact (Daily, Weekly, Monthly) |
| Program Manager   | To get overall guidance and approval  | Daily   |
| Program Team Members  | Operational procedures  | Daily   |
| Finance Dept.<br>(Cluster Finance Officer and National Finance Coordinator) | To get technical support on funding requests, Program income reconciliation and budget preparation. | Weekly  |
| Government Department (VAT & Tax Authority)                                 | Tax Payment   | Monthly                                       |
| Partners  | Training & update on financial policy.  | Quarterly                                     |
| Banks   | Financial transactions  |   |

| Major Challenges:   |   |
|---|---|
| Challenge   | Possible Approaches/Solutions   |
| - Work for final year of the programme requires a consistence with previous year implementation and follow up | - Be supervised and supported on the follow up  |
| - Work under high pressure with continuous changes and new initiatives to adopt.                              | - Be trained on Change Management Skills, Time Management and Planning Skills.                  |
| - Nature of the job sometimes exposes staff to financial temptation and/or undue pressures/threats from       | - Be trained and coached closely to maintain professional ethics and independence. Be supported |

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| others. | to speak up against fraud or any unethical behaviour that they may face in their job |
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| <b>Knowledge, Skills, Abilities:</b><br><i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i> |   |             |
|--|---|-------------|
| <b>Education</b>   | - Bachelor degree in finance/accounting.  | - Essential |
| <b>Knowledge &amp; Skills</b>  | - Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes;  | - Preferred |
|  | - Coordination skills, including organisation and mobilisation of communities and networking/coordination among different local partners;   | - Preferred |
|  | - Demonstrated training and facilitation skills;  | - Essential |
|  | - Good time management and organizational skills;   | - Essential |
|  | - Good interpersonal and communications skills;   | - Essential |
|  | - Fair English, especially report writing skills;   | - Essential |
| <b>Experience</b>  | - Good computer skills in Word, Excel, PowerPoint and email;  | - Essential |
|  | - Experience in community development or with NGO.  | - Preferred |
| <b>Work Environment</b>  | - Experience in capacity building for local stakeholders/partners.  | - Preferred |
|  | - Experience in accounting and finance.   | - Preferred |
| <b>Core Capabilities:</b>  | <b>Achieving Capabilities:</b><br>Achieving quality results and service<br>Practicing accountability and integrity<br>Communicating information effectively   |             |
|  | <b>Self-Managing Capabilities:</b><br>Demonstrating Christ-centre life and work<br>Learning for growth and development<br>Maintaining work/life balance and effectiveness                                       |             |
|  | <b>Thinking Capabilities:</b><br>Thinking clearly, deeply and broadly<br>Understanding the Humanitarian Industry<br>Understanding World Vision's mission and operations<br>Practicing innovation and creativity |             |
|  | <b>Relational Capabilities:</b><br>Building collaborative relationships<br>Practicing gender and cultural diversity<br>Influencing individuals and groups   |             |

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| <b>Prepared by PnCD:</b>                              | <b>Date Revised: 21 July 2015</b> |
| <b>Reviewed by Finance/Administration/IT Director</b> | <b>Date: 21 July 2015</b>         |
| <b>Agreed by Hiring Manager:</b>                      | <b>Date: 21 July 2015</b>         |
| <b>Agreed and accepted by Job Holder:</b>             | <b>Date:</b>                      |

