



Updated: 08-MAR-14

TERMS OF REFERENCE

Position Title:	Finance Officer
Position Description:	Long-term position responsible for the support of the Finance Manager and financial record-keeping.
Reports to:	Deputy Program Director - Implementation
Main place of work:	Hanoi, Vietnam

BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist Vietnam's efforts to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain momentum in expanding market reforms, institutional modernization, and global integration in trade. Further, the Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program provides technical assistance, training, and other direct support to the government, led by the prime program partner, the Ministry of Justice (MOJ), to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. It promotes greater exchange, networking, and sharing of information nationwide within and between the government, private sector, and civil society organizations, including social organizations, research centers and universities. Program activities include: providing training programs and workshops, data collection and analyses, public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

INDICATIVE RESPONSIBILITIES OF THE POSITION

The finance officer will support financial operations for the GIG program. The individual ensures that basic financial operations can be sustained in the office while also ensuring project financial policies are followed. The finance assistant will work with the finance manager to coordinate to implement proper protocols or to communicate on areas of cooperation to ensure the regional office is operating under consistent financial practices. The finance assistant will support daily finance operations and assist with finance-related documentation, filing, and archiving. S/he will report directly to the operations and grants director, but will receive

direction and tasking also from the finance manager. Principal duties and responsibilities will include:

- Use strong interpersonal skills to effectively work with all staff and ensure financial policies are followed.
- Assist in compiling timesheets for the finance manager so that payroll is processed in a timely and accurate fashion.
- Ensure all necessary taxes are withheld from applicable payments.
- Track VAT expenditures and ensure that required forms are submitted on time to the finance manager as tasked.
- Assist with the processing of expense reports.
- Assist with the processing of the monthly field office project expenditures (locals) in ABACUS and submit locals to the home office on monthly basis.
- Assist with the preparation of monthly bank reconciliation.
- Support the payment of vendors and check preparation.
- Support the preparation of monthly financial projections and wire transfer request to receive funds from Washington.
- Assist with financial tracking of local sub-contractors and fixed price contracts as needed.
- Respond to home office requirements and needs in coordination with Finance manager.
- Perform financial analysis upon request under the supervision of the finance manager.
- Monitor grantees actual versus budgeted as tasked by the finance manager. .
- Assist with ad hoc financial monitoring and analysis of grants as needed
- Undertake other duties as assigned by supervisor or other program lead.

PLACES OF WORK

Main place of work will be Hanoi, Vietnam. Travel inside the country is expected as required by program activities.

COST ALLOCATION

The cost of this position will be charged evenly across all three programmatic contract line items (CLINs). Funding is available for the position and will not require an increase to the total contract ceiling.

QUALIFICATIONS AND KEY COMPETENCIES

Finance officer should have:

- Knowledge of basic accounting and accounting practices is required.
- Ability to work in a professional and cordial manner with fellow staff members, visitors, partner institutions including international and local NGOs, governmental entities, support organizations, and the general public.
- Ability to work independently with minimal supervision, to prioritize multiple work assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good, professional judgment that reflects positively on the image and communicates the established program message of the GIG project.
- Ability to effectively use computer software, word processing and basic spreadsheet applications.
- Ability and familiarity with accounting software is desirable.
- At least three years of relevant experience in Vietnam is required.

EXPERIENCE AND EDUCATION

- **Education Requirements:** Bachelor's degree in a relevant field required.
- **Language Skills:** Fluent written and spoken English and Vietnamese required, strong English editing skills required.

HOW TO APPLY

Applicants are encouraged to apply by March 25, 2016. The position will remain open until filled. To apply, please submit a cover letter and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position title in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.