

JOB DESCRIPTION

(Apply for Admin and Account Assistant (AAA) and Program Assistant (PA))

Tentative effective date	:	April 2016 (subject to the confirmation of funding date)
Job Title	:	AAA / PA (Please clearly note which position you are applying)
Location	:	HelpAge International Office in Hanoi, Vietnam (HAIV) Around 40% travel to the field
Responsible to	:	National Project Officer (NPO) and Finance & Admin Manager/Officer (FAM/FAO)
Relations with others	:	Close working relations with all members in the HAIV team, partner organisations, projects and local partners
Salary scale	:	400 USD per month (full-time, gross)
Benefit	:	Provident Fund (10% of base salary) and Social & Health Insurances
Contract timeframe	:	9 months (from Apr to Dec 2016 – renewable depending on performance and funding availability)
Recruitment	:	Local recruitment (only Vietnamese)

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the JD will be modified from time to time, in consultation with the staff involved.

Background

HelpAge International's Office in Hanoi Vietnam (HAIV) supports a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes work for which HAI receives funding from both internal and external donors.

The recruitment of the PA/AAA is to support the implementation of HelpAge projects as assigned by NPO and carry out HAIV administration and account work as assigned by the FAM/FAO.

Job Purpose

To provide an excellent administrative, financial and programme support to the HAIV team and contribute to the smooth and efficient running of the office. The PA/AAA will provide valuable administrative and financial support roles to the organisation to contribute an efficient administration, coordination and purchasing system.

With respect to programme, the PA/AAA will also support the HAIV team in areas of programme design and implementation, co-ordination and information management to ensure that the HAIV functions effectively and efficiently as needed.

Key Responsibilities

Programme/project support

- Support the Country Director (CD) and National Project Officer (NPO) to oversee all activities of the assigned project to ensure the project completes and meets the targets, indicators with high quality.
- Support the Country Director (CD) and National Project Officers (NPO) to oversee the maintenance of the Programme/project Team's information systems, both electronic and hard copies. Ensure to file dossiers as HAIV regulation.
- Assist the HAIV Team in preparing and maintaining documents relating to proposals and projects.
- Support the CD and NPO to liaise with the project and partners' staff who are associated with the projects.
- Check and ensure the correctness of narrative and financial reports from project partners.
- Participate in and support the project team in the project's trainings, meetings, monitoring visits and advocacy, capacity building activities
- Be involved in proposal development processes.
- Assist in the preparation process of workshops or meetings of interests to HAIV and participation as required.

Admin and Account/Finance support

- Maintain and administrate the office petty cash account, advance and settle for project's trip. Ensure the correctness of financial records.
- Be responsible for the cashiering function, ensuring the all banking is undertaken promptly and bank records are up-to-date and accurate.
- Maintain the accounts for all payments made in the HAIV office, making payments and liaising with staff and suppliers as necessary.
- Support the FAM/FAO to produce project financial reports, project budgets and forecasts as required, including the detailed budget sheets (DBSs).
- To ensure that financial dossiers and supporting documents is compliant with HelpAge & donor requirement
- Support FAM/FAO in Tax and Insurance works.
- To support the work of audits as assigned
- Ensure that all office equipments e.g. telephones, air conditioners, photocopier, faxes, printers, etc. are maintained in good conditions regularly
- Support FAM/FAO in all procurement works in compliance with the Procurement Policy

- Responsible for running errands and ancillary purchases e.g. Mailing & Courier, Banking services, Utilities payment. Update the asset and inventory list.
- Facilitate visitors transportation to the hotel, airport and meetings
- To perform other tasks assigned FAM or NPO.

Person Specification

	Essential/ Desirable
Experience of basic office administration	E
Reliable and trustworthy particularly in dealing with confidential matters	E
Systematic and organised approach to work with the ability to multi task	E
Culture awareness and sensitivity; communication and facilitation skills	E
Organisation and work planning skills	E
Able to travel to project sites on a regular base	E
Standard knowledge on financial issues	E
Skill in preparing and maintaining accurate accounting records, financial statements and budgets	E
Skill in maintaining and updating filing systems	E
Strong IT user skills including knowledge of spreadsheets	E
Skill in cash management (cashiering and cash transaction) including cash disbursement and cheque payments	E
Intermediate or above level of English	E
Good training and facilitation skills	D
Experience in working with older people	D
Experience in and have a good understanding of development issues, with an active interest in promoting an inclusive and intergenerational approach	D
Basic knowledge of current international accounting, procedures	D
Experience in community based disaster risk reduction (CBDRR) and climate change adaptation (CCA) fields.	D