



## Office administration

- Assists in procurement process; e.g travel arrangements, purchasing, monthly bills
- Supervises and monitors inventory of office and project equipment
- Supervises and monitors contracts (insurance, service, lease contracts...)
- Supervises the maintenance of furniture, equipment, vehicles
- Organize and supervise customs clearance and shipments when needs arise

## **2. Accounting, financial and budgetary management**

### Accounting

- Organises and implements the accounting follow-up
- Supervises and ensures respect of accounting procedures and their appropriation by the team
- Closes the monthly accounting and sends all documents to the HQ in compliance with MdM-F procedures
- Enters the financial data in specialized software, SAGA, according to internal regulations of the Head Quarter
- Prepares hardcopies of the financial data according to internal regulations; translates into English invoices, contracts, receipts and any document required for the report
- Adapts financial documents to the format required by internal regulations of the HQ
- Assures the appropriate filing and systematization of financial documents of the Association Médecins du Monde in Vietnam in accordance with the accountancy requirements
- Implements an appropriate exchange of original documents with suppliers and partners
- Ensures legality of accounting in cooperation with the accounting outside services according to Vietnamese legislation. Validates salary and service contract remuneration calculations, payments of charges and taxes
- In charge of the annual audit of the representation office

### Budgeting

- Formalising the reference budget based on the information given by the General Coordinator
- Budget follow-up of the ongoing programmes in compliance with the donor's constraints
- Analysis of budget follow-up and justification of the budget's consumption, based on the information given by the General Coordinator
- Revising the reference budget based on the analysis of budget follow-up and information given by the General Coordinator
- Preparing of allocation and cash-flows tables
- Creation of parameters for initial / donor / revised budgets in SAGA. Update mission parameters on SAGA

### Financial management

- Planning expenses with the General Coordinator and defines payments' schedules
- Making the applications for funds' transfers
- Ensuring liquidity's availability
- Treasury forecast and submitting monthly fund request to HQ
- Management of the cash boxes and the bank accounts
- Communication with the Bank
- In case of absence of the General Coordinator she/he may assume some of its functions, including signing accounting and financial documents

### Audits – External/Internal/Donor

- Facilitates internal and external audit processes in relation to the project
- Ensures audit requirements are monitored throughout the project
- Liaises with HQ and the external auditors as necessary

## **3. Financial partnerships management**

- Follows-up on donor contracts –budgeting, monitoring, reporting following grant agreements, donors' rules and regulations and organization's policies and procedures
- Oversees the financial reporting of partners in accordance with partnership agreements
- Supervises the drafting of the financial reporting from partners before submission to the coordination
- Ensures all documentation, receipts and vouchers are in order
- Facilitates partners' understanding of MdM's internal rules and regulations on financial management, accounting and reporting requirements
- Provides technical assistance and capacity building for partners' financial colleagues if needed

### III – Required skills

#### **Required professional skills**

- Degree in accounting, economics, law or equivalent
- Minimum 3 years relevant work experience
- Experience in another NGO is an asset
- Native Vietnamese language
- Good level of English

#### **Required personal skills**

- Organized working style, rigorous, punctual
- Sense of initiatives, resourcefulness, enthusiastic
- Proficiency in PC use and Word and Excel software is required
- Proficiency in use of the accountancy software SAGA is an asset
- Good communication skills
- Ability to work in a multicultural team
- Commitment to MdM principles and mission
- Tolerant attitude to vulnerable groups

### IV – Working conditions

- Vietnamese law contract
- Full-time employment, based in Hanoi
- Salary : 1171-1355\$ / month gross on 13 months (depending on experience)

Email CV + Cover letter before 25<sup>th</sup> June 2016 COB to: [genco.vietnam@medecinsdumonde.net](mailto:genco.vietnam@medecinsdumonde.net)