

Junior Finance/Admin Officer, based in Hanoi

HELNETAS, an International Non-Government Organization, supports the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves. HELNETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

In Vietnam, HELNETAS is looking for Vietnamese citizen for a Junior Finance/Admin Officer for a regional project (Vietnam – Laos – Myanmar) for Promotion of the conservation of biodiversity through sustainable trade in natural ingredients in a manner that increases the competitiveness of local exporters/ producers and the livelihood benefits (income and jobs) of rural population by taking into account all relevant ethical Biotrade principles and criteria. The Junior Finance/Admin Officer will base in Hanoi with occasional travels to provinces.

DUTIES & RESPONSIBILITIES

Responsible for the finance/administrative activities:

- Keep record of financial transactions in line with the sanctioned financial policies and operational procedures
- Digitalise financial data and operate the accounting system according to the organisations standard
- Quarterly and yearly consolidation of project accounts;
- Contribute to the design of financial manuals and train Project Management Unit (PMU) team and partners on manual applications;
- Report timely on financial matters and upon request to the Project Manager (PM) and NPM
- Control cash flow both between the donor, PMU and project partners;
- Release cash and transfers for approved payments orders and Activity Plans ;
- Control new contracts for compliance budget, policies and prevailing tax rules;
- Prepare quarterly, half yearly and yearly budgets and release budget comparison to the PM and NPM
- Request quarterly fund transfers from HQs in line with approved work plans
- Prepare and release financial statements and invoices to the donors as required
- Administer various funds and tax-servicing requirements as necessary (e.g. social fund, medical support, PIT, VAT, etc.)
- Coordinate with the team for logistics arrangement of project events;
- Update the financial monitoring sheet and activities monitoring sheet project;
- Coordinate logistics arrangement for field trips of the Team;
- Other administrative work as required by the PM.

Required qualifications

- University degree and relevant field experiences in financial and/or accounting
- At least 1 year direct working experience in financial and/or accounting field
- Practical experience with accounting software and Computer literate on MS office software.
- Good command of Vietnamese and English. Good communication and writing skills.
- Willingness to travel to remote places upon request.
- Team oriented spirit with inter-personal and cross-cultural communication skills and outcome oriented spirit. Ability to adapt to fast and dynamic changing context

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Trieu Tu Anh, email: trieu.tuanh@helvetas.org or post to HELNETAS Vietnam 298F Kim Ma Street, Hanoi **by 29th, July 2016**. Please put email title as “Junior Finance/Admin Officer”. Only short listed candidates will be contacted.