



CARE International in Vietnam

JOB DESCRIPTION

Position Title	Program Finance & Accounting Officer
Unit	Finance Section
Location of work	Hanoi
Effective date	1 st October 2016

POSITION SUMMARY

As a member of the CARE Vietnam finance team, position undertakes (1) the finance tasks to ensure all CARE's transactions meeting internal and external rules and regulation;(2) the accounting tasks in cash and bank payment and maintains bookkeeping records, filling document and other accounting works assigned and (3) the program finance tasks meeting the requirements of CVN and donors.

REPORTING RELATIONSHIPS

Position reports to	Finance Controller
Supervisory positions	N/A
Coordination relationship	Other Finance team member, Program/Operational staff

KEY RESPONSIBILITIES AND CONTRIBUTIONS

Duties

Program finance works

- Support program staff in developing budget for new proposals
- Closely monitor project budget against flexibility level (as per the signed agreement - IPIA) and timely inform Portfolio Managers (PM)/Finance Controller for follow up actions
- Undertake a thorough look of projects transactions and make sure the description and coding is correct. Undertake validity of Payment voucher and supporting documents.
- Make adjustment journal vouchers based on instruction from PM, or upon reviewing the reports, or from errors generated from system before month-end closing.
- Prepare monthly expenditure report within 2 working days from the book closing date. Meet financial reporting needs as required by management and per IPIA.
- Understand of CARE financial guidelines related to procurement, cost norms, taxation and payments etc and ensure compliance of all financial guideline, policies and procedure, donor, local law when applicable.
- Perform regular internal audit visit to field offices for review of internal control system, accounting books, financial vouchers...
- Coordinate and support the internal, external and donor audit process. Follow up on all audit findings and recommendation with relevant staff and alert Finance Controller if any potential issues.

- Support Portfolio Managers in Costed Workplan (CWP) preparation and ensure CWP is updated regularly
- Provide finance orientation to the new staff and design capacity building/ refreshment package

Accounting works

- Maintain high level accuracy in preparing bank transfer, issuing cheque and cash payment. Immediately report any discrepancy in cash to the supervisor.
- Maintain the daily key-in of bankbook and cashbook
- Prepare reconciliation of cash & bank and other balance sheet accounts and Issue monthly Invoice for any receivables
- Coordinate with HR to calculate PIT, Insurance, all others related to salary included accrual 13th month salary, annual leave, severance allowance and prepare related journal vouchers.
- Prepare declaration on PIT/VAT per law requirements and submit to related parties on time. Deal with local tax authorities to work on PIT, VAT.
- Prepare monthly report for expatriate salary advance and send to CARE Australia
- Prepare all office journal vouchers such as prepayments, accruals, depreciation.
- Undertake timely filing & stamping of payment voucher & Journal voucher. Ensure all finance document is packing and arranging timely & tidily.
- Co-ordinate with Admin to undertake bi-annually asset and inventory physical count.
- Provide support and back up for other finance team member when the need is required

COMMON ACCOUNTABILITIES OF CARE IN VIETNAM STAFF

- **Gender Equality and Women Empowerment:** CARE Vietnam staff is expected to promote gender integration in programs and at organizational level. The position holder is expected to advance gender quality and women empowerment in line with competencies as per the Job Category Classification.
- **Emergency Response:** CARE Vietnam staff is expected to be part of the Emergency Response Team. When a disaster strikes in Vietnam, the CARE Vietnam Country Director may call on staff members to provide support to respond to the emergency.
- **Safety & Security:** CARE Vietnam staff is expected to promote a safe and secure work environment; foster a safety and security culture; and ensure consistent application of, and compliance with, CVN safety and security policies and procedures.\
- **Child Protections:** CARE Vietnam staff is expected to prevent, oppose and combat all exploitation and abuse of the child; to treat all children fairly, with respect and dignity, regardless of race, colour, sex, language, religion,

political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

SELECTION CRITERIA

- Background in finance/accounting (Bachelor in accounting or economics) with minimum 3 years of relevant experience. Understanding on development works is required.
- Sound knowledge on project financial management, financial analysis, budgeting and reporting.
- Strong communication/coordination and interpersonal skills.
- Good planning, management, coaching and facilitation skills.
- Knowledge about Sun system is preferred.
- Fluent English and spreadsheet using

We encourage and support jobholder from all backgrounds, experiences and identities.