

TERMS OF REFERENCE

Position Title:	Accounting Assistant
Position Description:	One-year position responsible for assisting with the management of program accounts and financial documentation
Reports to:	Accounting Manager
Main place of work:	Hanoi, Vietnam

BACKGROUND

Driven by the USAID's Country Development Cooperation Strategy for Vietnam 2014-2018, the USAID Governance for Inclusive Growth (the "Program") will work with the public and private sectors in Vietnam to enhance areas of governance to facilitate broader-based growth, with an emphasis on improving the regulatory environment, systems for accountability and inclusion.

The Program, at the request of the Government of Vietnam (GVN), seeks to maintain the momentum that has been created for expansion of market reforms, institutional modernization, and global integration. Further, the Program strives to ensure that growth reaches all segments of the Vietnamese population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups and 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 will provide 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 will promote 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 will include but are not limited to: providing workshops, analyses, public awareness forums and campaigns; technical assistance related to Vietnam's commitments under the Trans-Pacific Partnership; as well as providing grants to increase women, ethnic minority, and other vulnerable groups' empowerment and economic participation; and, facilitating innovative partnerships with the business community. The expected results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework
- ER 2: Improved accountability of public institutions
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations

INDICATIVE RESPONSIBILITIES OF THE POSITION

The Accounting Assistant (Assistant) supports the GIG Program's management of accounts, payment systems, and financial records to ensure that: accounting documents are filed in a compliant manner; and expenses are recorded and paid timely.

The Assistant reports to the Accounting Manager, and coordinates with the Senior Manager for Finance, Grants and Procurement, accounting staff, and other program staff managing program funds. The Assistant is responsible for:

- Accurately booking financial data
- Ensuring financial policies are followed in compliance with Vietnamese law and Chemonics and USAID rules and regulations
- Coordinating effectively with all staff to process expense reports and payments, and track financial information data
- Supporting payroll to staff, project-related consultants, and short-term staff
- Supporting the management of taxes
- Reviewing monthly grantee financial report documents
- Undertaking other duties as assigned

PLACES OF WORK

The main place of work is 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

The Assistant should have:

- At least one year of relevant experience in Vietnam is required in an accountant or financial role
- Experience administering payroll preferred
- Knowledge of Vietnamese tax regulations preferred
- 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 required
- 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 Program required
- Ability to effectively use computer software, including Abacus, word processing, and advanced spreadsheet applications preferred
- Ability to track budget and expenditures against estimates required

EXPERIENCE AND EDUCATION

- Bachelor's degree in a relevant field required
- Fluent written and spoken English and Vietnamese required

HOW TO APPLY

Applications will be reviewed on a rolling basis but this application window will close on Oct 25, 2017. To apply, please submit an expression of interest and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position of interest 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.