



Accountant, based in Ha Noi

HELVETAS Vietnam is looking for an **Accountant/Admin**, based in Ha Noi with travels to provinces for project **“Scaling up of Ethical BioTrade initiatives within phyto-pharmaceutical sector in Vietnam”**. The Project is funded by the European Union Delegation and has the objectives to support for Vietnam to become an internationally recognized supplier of natural ingredients for pharmaceutical, cosmetics, and foods sector.

SPECIFIC TASKS

Financial Accounting

The accountant needs to ensure proper compliance of the Project's accounting to the principles stipulated by the law and by the rules and policies as set out by Helvetas and involved Donors. Some specific tasks are below, but not exhaustively:

- Carry out bookkeeping of the project accounts to ensure that the management is compiled with the requirement of the specific donors.
- Enter data into the accounting system.
- Consolidate quarterly and yearly the project accounts requested by authorized persons, including auditors.
- Sign on bank transfer forms and cheques.
- Control cash flow both between donors and HELVETAS
- Check all contracts before approval in accordance with budget, policies and prevailing tax rules, and prepare respective payments.
- Prepare cash flow projections for headquarter when requested.
- Manage and follow up quarterly fund request orders to donors.
- Finalize financial statements and invoices to the donors as required.

Management Accounting

The accountant is (a) in charge in providing adequate info for decision making and (b) supporting for logistics of project's activities. These cover the follows:

- Comply with agreed internal management processes of the team to timely update data and relevant info of Project's activities to ensure provision of sufficient info for decision-making;
- Support and work with members of the Project team to identify operational solutions for satisfying paperwork required by accounting principles set by Vietnam's legal system as well as by donors and the HELVETAS.
- Work with the Project's manager on budgeting and budget-related tasks.
- Provide trainings on the Project's partners on requirements for complying with the Project's accounting rules/policies.
- Provide coordination for logistics arrangement of project events, field trips.
- Other relevant tasks as discussed and agreed with the Project manager

REQUIRED QUALIFICATIONS

- University degree and relevant field experiences in financial and/or accounting
- At least 3-5 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 (Travelling is only occasionally)
- Team oriented spirit with inter-personal and cross-cultural communication skills and outcome oriented spirit is a **MUST**. Ability to adapt to fast and dynamic changing context is a **MUST**.

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms Trieu Tu Anh at: trieu.tuanh@helvetas.org or post to 298F Kim Ma Street, Hanoi by **30th November 2017**. Only short listed candidates will be contacted.