



# JOB DESCRIPTION

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## Action on Poverty in Vietnam

### Finance Officer

**Effective date:** May 2018  
**Contract type:** Full-time, fixed-term contract  
**Location:** Hanoi office with travels to project areas  
**Reports to:** Operations and Finance Manager

### 1. Work Context

Established in 1968 as The Australian Foundation for the Peoples of Asia and the Pacific Limited (AFAP), our organisation has recently adopted a new name – Action on Poverty (AOP). AOP is a fully-accredited, secular Australian organisation that empowers local changemakers to break the cycle of entrenched poverty in their communities. For nearly 50 years, AOP has successfully worked with local partners to implement cost-effective development programs in 20 countries across Africa, Asia and the Pacific.

AOP in Vietnam has been working with poor communities in 9 provinces across the country since 1989 and became registered in Vietnam in 1996. Our program focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AOP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organisations (CSOs) and vulnerable communities.

### 2. Job Purpose Summary

The purpose of this position is to ensure effectiveness and compliance of AOP in Vietnam financial policies and procedures across different programs and projects funded by different donors. The position will provide support in financial management and accounting of programs and projects by working closely with Program Team and Finance Team. The position will act as a financial liaison with program and project partners to ensure all financial and accounting procedures are carried out in compliance with AOP policies, donors' requirements, national law and regulations.

### 3. Authority

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility, with approval from managers.

The position will report to the Operations and Finance Manager. The incumbent is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

## 4. Key Work Relationships

Internal	External
<ul style="list-style-type: none"> <li>Finance Team: Operations and Finance Manager, Finance Assistant</li> <li>Program Team: Program Manager, Program Officers and Assistants</li> <li>Other staff in AOP in Vietnam and Sydney, Australia</li> </ul>	<ul style="list-style-type: none"> <li>AOP's partners: governmental officials, institutions/universities, international and Vietnamese NGOs, communities</li> <li>Donors</li> <li>Auditors</li> <li>Service providers</li> </ul>

## 5. Main Areas of Responsibility

Key Responsibilities	Specific Tasks
<b>1. Facilitate tax procedures</b>	<ul style="list-style-type: none"> <li>Facilitate tax refund procedures for program/project and partners;</li> <li>Engage in payroll management and personal income tax (PIT) declaration and exemption for expatriate staff;</li> <li>Ensure program/project documents are in line with tax regulations for subsequent PIT exemption and VAT refund.</li> </ul>
<b>2. Program/project budgeting</b>	<ul style="list-style-type: none"> <li>Develop budget formats of program/project and ensure they are in compliance with donors' requirements, uniformed and easy to consolidate;</li> <li>Check and monitor the budgets of program/project to ensure they complies with formats and budget allocation;</li> <li>Engage in budget planning for program/project and its activities.</li> </ul>
<b>3. Facilitate and monitor program/project financial management and reporting of partners</b>	<ul style="list-style-type: none"> <li>Act as a financial liaison with partners of various projects;</li> <li>Monitor, collect and verify the financial books and reports that partners submit to AOP monthly and ensure their accuracy and compliance with AOP's budget plan and financial procedures;</li> <li>Periodically visit partners' offices in project sites to check their program/project accounting documents and financial reports to ensure they are accurate and in compliance with AOP's budget plan, cost norms, partner agreements and financial procedures;</li> </ul>

- Check payment and transfer requests from partners and related supporting documents to ensure compliance with accounting standards;
- Verify relevant procurement procedures, check and verify purchase orders, quotations, contracts, payment requests, invoices, receipts, vouchers and other financial documents for approval;
- File copies of partners' project accounting documents and financial reports properly and easy to access;
- Provide necessary assistance to microfinance program as required;
- Provide necessary assistance to accounting and financial management activities of project's social enterprise as required.

**4. Develop financial reporting mechanism and process, build partners' and staff's capacity in finance**

- Properly coach, advise and monitor partners in program/project finance management and accounting including preparation of reports, opening and managing accounting books;
- By providing timely support and capacity building, ensure partners understand well and strictly comply to AOP's financial policies and cost norms, in accordance with each donor's requirements;
- Design, review and update program/project financial guidelines to partners;
- Actively seek initiatives to improve the outcomes and effectiveness of program/project financial management and reporting in compliance with donors' requirements;
- Support identification and design, where necessary, appropriate training for staff and partners in the areas of finance to build capacity in financial management and planning, particularly in regards to budgeting and donor reporting.

**5. Prepare program/project financial reports for donors, support auditing**

- Prepare and verify required financial reports for programs and projects at national level;
- Prepare monthly synthesis financial updates for programs and projects;
- Periodically prepare financial reports to donors accurately and in compliance with donors' requirements, cost norms, formats, processes, deadlines, and follow AOP financial manual;
- Accompany internal/external auditors to conduct audit visits to partners' offices in project sites;
- Provide auditor with sufficient and appropriate information;
- Facilitate the realisation of audit recommendations.

## 6. Others

- Provide support to Operations Team and the Operations and Finance Manager in office finance and administrative activities;
- Engage in other program activities and field trips;
- Participate in organising occasional office events and activities;
- Actively participate in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations;
- Other tasks as deemed necessary and appropriate.

## 6. Required Qualifications

### Education

- University degree and/or equivalent professional qualification, preferably in finance and accounting.

### Work experience

- At least 5 years of relevant work experience in accounting or finance;
- Experience in PIT declaration for expats is an advantage;
- Experience in not-for-profit sector and INGOs is preferable.

### Technical knowledge and skills

- Accounting softwares;
- International aid program fundings and financial management and reporting;
- Ability to work independently and prioritise own workload;
- Ability to work effectively within a team;
- Excellent interpersonal and communication skills in Vietnamese and English, both spoken and written;
- Good coaching skill;
- Sensitivity to cultural differences, ability to work in a wide variety of cultural contexts;
- Willingness to travel to project sites on a regular basis;
- Proficiency in Microsoft Suite (Word, Excel, Power Point);
- Excellent working knowledge of spreadsheets and databases;
- Familiarity with AOP's thematic areas of work is an asset.

### Languages

- Fluent English and Vietnamese, both spoken and written.

### Attitude

- Detail-oriented and careful
- Diligent, proactive and independent
- Patient, friendly and supportive

### Adherence to

- Poverty and injustice eradication
- Gender equality