



## **Job description**

### **Regional Financial Coordinator (RFC) – Asia**

Duty station:	We Effect Regional Office, HCMC, Vietnam
Reports to:	Regional Director
Contract:	One year or more depend on projects
Starting date:	Aug –Sep, 2018

**We Effect** was founded in 1958 to support the development of democratic organisations and societies that have the capacity to articulate the rights and needs of their members in respect of work, influence, services, incomes and livelihoods.

**We Effect** differentiates and tailors its interventions. It runs independent pilot projects that a mode, provide evidence or demonstrate best practises. Improved governance and management is provided through Organizational Development.

**We Effect** also engages in humanitarian assistance and disaster prevention in areas where there are droughts, floods and other natural disasters. Support includes practical climate change adaption interventions that increase resilience.

## **Objective**

The RFC has the overall responsibility for implementation, monitoring and further development of the systems for financial administration of the We Effect Asia Region. An important task is to ensure that all recipients of We Effect development funding – partner organisations or otherwise – are knowledgeable of and adhere to We Effect, Sida and other donor specific regulations.

The RFC shall actively contribute to the professional management of We Effect operations in Asia in accordance with We Effect strategies, policies and instructions.

## **Philosophy and Methodology:**

Accept and respect the principles and values of We Effect.

## **Main responsibilities**

1. Overall Financial Coordination of We Effect Asia operations including budgeting and consolidated financial reporting to Head Office
2. Regional Team Finance coordination, support and audit management
3. Regional office accounting

4. Regional office bank transactions
5. General Administrative responsibilities related to finance

### **General responsibilities**

- Adhere to the basic principles and values of We Effect. The principles and values are expressed in the global strategy, sector specific strategies and policies, as well as in the regional strategy for Europe/Asia.
- Adhere to We Effect administrative requirements and internal control systems including the Code of Conduct and Anti-corruption Policy.
- Take active participation and contribute to the further development of the regional team. Communicate challenges and seek means to solve them jointly. Take initiatives to improve the quality of We Effect work, promote active dialogue, synergies and learning within the regional and global organisation.
- Perform any other duties that may be required or requested by the Regional Director for the smooth operation of programmes and projects supported by We Effect.

### **Qualifications**

- Certified in Finance, Accounting, Business Administration, Management or Economics
- At least five (5) years relevant work experience in an INGO with overall responsibility for the finance function.
- Possess working knowledge and proficiency in computer accounting and application packages; knowledge of iScala accounting software will be an added advantage.
- Good computer skills in Office packages, Microsoft Excel in particular.
- Strong facilitation skills and proven ability to manage change processes are of prime importance for this position.

### **Competencies**

- Good organizational, interpersonal and analytical skills.
- Good time management skills.
- Focused and self-disciplined
- Good report writing skills
- Effective leadership and managerial skills
- Effective communication skills and must be fluent in, oral and written, English.
- Self-driven with ability to work with minimal supervision
- Good intercultural orientation (ability to relate and work with people of diverse backgrounds)
- Ability to work in teams with excellent negotiation and networking skills
- Good financial management skills with an anti-corruption focus

**Interested applicants can submit their CVs/Resumes through email [yen.le@weeffect.org](mailto:yen.le@weeffect.org). The deadline of applications is Aug 03, 2018 at 5:00 pm Hanoi Time. Only shortlisted candidates will be contacted.**