

Position Job Description

Position		Division
<b>Accountant</b> Part Time		<b>Vietnam Office</b>
<b>Section/Unit</b>	Vietnam Office	
<b>Reports to</b>	Country Program Manager, Vietnam	
<b>Subordinates</b>	None	
<b>Coordinate to</b>	Staff working in Hanoi Office	
<b>Place of Work</b>	Vietnam	
<b>Contract Duration</b>	2 working days per week in 7 months from April 2019 to October 2019	
<b>Overall responsibilities</b>	Work closely under supervision of Program Manager, Vietnam with supports from FnA team based in Bangkok to ensure finance & accounting transactions are completely, accurately recorded and managed according to accepted accounting principles, local and international's policies.	
<b>Key tasks and responsibilities</b>	<ol style="list-style-type: none"> <li><b>1. Ensure an accounting system running in a good manner in line with Kenan regulations, donor and Vietnamese government requirements</b> <ul style="list-style-type: none"> <li>Assist in managing accounting system as regulations of Vietnam, donors and Kenan's policies</li> <li>Asist in check the accounting document for ensuring accuracy, completeness, and conformance of accounting documents; payment, invoices according to the Vietnamese government and donor requirements and Kenan's process.</li> <li>Prepare standard reports of Finance &amp; Accounting transactions, records on a monthly basis and upon request.</li> </ul> </li> <li><b>2. Handle all finance and accounting tasks</b> <ul style="list-style-type: none"> <li>Check day-to-day expenditure to make sure all the payments are made and recorded properly and accordingly.</li> <li>Perform jobs related to and ensure the Vietnamese Personal Income Tax (PIT), social and health insurance.</li> </ul> </li> <li><b>3. Perform other duties if required.</b></li> </ol>	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Minimum Bachelor Degree of Finance, Accounting or related fields</li> <li>Strong background of accounting principle is preferable.</li> <li>At least 5 years of direct work experience in accounting, preferred on project-based working environment and in the NGO circle.</li> <li>Ability to work with a minimum supervision, exercise judgment, meet deadlines and work under pressure.</li> <li>Good command of English.</li> </ul>	