

Finance and Accounting Officer Recruitment Notice

1. Loreto Vietnam

Loreto Vietnam (formerly known as Loreto Vietnam Australia program (LVAP), and Loreto Kids Charity (LKC)) is a registered international non-government organization (INGO) in Vietnam (Permit Number: 15/CNV-VPDA) dedicated to the reduction of poverty through beneficial, qualitative and responsive educational opportunities for underprivileged and disabled students. Since 1997, Loreto Vietnam has reached out to over 60,000 children through our projects; giving them support in various forms to foster an encouraging learning environment. Our staff are comprised of a dedicated, small team based in Ho Chi Minh City, Vietnam.

2. Position

The Finance and Accounting Officer is responsible for the oversight of financial and accounting systems and processes to ensure financial records and accountability within the organisation.

3. Major Responsibilities:

- Work with the Executive Director on budgetary and reporting requirements.
- Ensure maintenance of clear records of expenses and donations, issuing of invoices or receipts, and liaising with suppliers, donors and project partners, where required regarding financials.
- Oversight of incoming accounts and financial obligations.
- Oversight of financial data and management system and preparation of financial reports regarding budgetary expenditure and income, and auditing requirements.
- Review the accounting information and supporting documents.
- Ensures all accounting transactions are accurate and transparent.
- Work with the Project Manager to maintain oversight of project expenditure and liaise with project partners regarding financial obligations and reporting requirements, as well as suppliers regarding project related expenditure.
- Manage payroll, including salary payment, and banking related issues.
- Ensure compliance with government organisations regarding PIT and social insurance obligations
- Other tasks as required.

4. Requirements and qualifications

- Bachelor's degree in Finance and Accounting, Business Management, Business Administration, or in relevant fields.
- A minimum of 3 years practical accounting, administrative and financial management experience.
- Experience in financial management, bank reconciliation, journal preparation, general ledger, financial statements and government tax requirements.
- Excellent interpersonal, communication and presentation skills and ability to work effectively in a team.
- Ability to analyse information, evaluate options and to work strategically.
- Excellent written and spoken English and Vietnamese language skills.
- Demonstrated organizational skills and ability to respond to tight timeframes or pressures.

5. Submission details

Further details regarding Loreto Vietnam can be found at www.loretovietnam.org.

Please submit applications with cover letters and referee contacts to Ms. Le Anh Thu (officeassistant@loretovietnam.org) copy to info@loretovietnam.org.

The deadline for submissions is: **Friday 22nd March 2019.**