

BOOKKEEPER CUM ADMINISTRATION SUPERVISOR

ABOUT KENAN FOUNDATION ASIA

Kenan Foundation Asia believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand, Vietnam and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it's an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

OUR VALUES

- Partnership:** We collaborate with our stakeholders to co-create and deliver services and programming that address the real challenges facing the people of the region.
- Inspiration:** We are passionate about creating a sustainable future and take action to make it happen. Through our actions, we inspire others to act and do the same.
- Leadership:** We are leaders in the field of social and economic development. We empower courageous, adaptable people to succeed in solving the challenges of globalization and provide opportunities and dignity for everyone.
- Integrity:** We care deeply about our work and our reputation. We do not compromise our ethics, our values, or our professionalism. We take personal responsibility and use good judgement to drive our values in everything we do.

JOB DESCRIPTION

Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future, is seeking for **Bookkeeper cum Administration Supervisor**. This position will be based in our office in Hanoi.

PRIMARY RESPONSIBILITIES WOULD INCLUDE BUT NOT LIMITED TO:

- Develop and ensure the accounting system running in a good manner and in line with Kenan's policy, donors' and Vietnam government requirements
- Handle all finance and accounting tasks, manage treasury tasks
- Ensure that all tax documentations are properly done and submitted to the related Vietnam government units
- Oversee the Hanoi office administration and HR procedures

QUALIFICATIONS

- Minimum Bachelor Degree of Accounting, Economics, Business or related fields
- Good background of accounting principle
- At least 5 years of direct accounting and administration work experiences.
- Ability to work with a minimum supervision, exercise judgment, meet deadlines and work under pressure.
- Good in English.
- Good communication both English and Vietnamese

Interested applicants are invited to send full resume indicating qualifications and experience, and cover letter to: ChontichaT@kenan-asia.org and Kieuanh@kenan-asia.org