

RECRUITMENT ANNOUNCEMENT

ICEM Finance Officer

Background

ICEM – International Centre for Environmental Management is an award-winning independent technical service centre that assists government, private sector and communities to define and implement policies for ecologically sustainable development. Established in Australia 1999, ICEM has its regional headquarters in Hanoi.

ICEM works in Asia and the Pacific - especially in the Mekong countries and focuses on climate change, water resources management, disaster risk management, energy efficiency and renewables, environmental assessment, environmental economics, and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is now seeking a qualified candidate to fill in the below position:

Job Title: Finance Officer

Report to: Finance Manager

Duration: 2 years renewable

Deadline for application: 30th September 2020

Expected starting date: 16th October 2020

Salary and other benefits: Competitive package

Key responsibilities:

The ICEM Finance Officer will be responsible for the following duties:

Accounting:

- (i) Process payments for ICEM staff, consultants and other concerned parties in compliance with ICEM policy and procedures
- (ii) Prepare journal entries, make accurate and appropriate recording of income and expenses
- (iii) Prepare monthly bank reconciliation and other accounting report.
- (iv) Assist with preparation and coordination of the audit process
- (v) Support in preparing ICEM's annual balance/profit and loss sheet
- (vi) Assist with implementing and maintaining internal financial controls and procedures

Project financial management:

- (vii) Involve in project financial management including keeping track of and reporting on the financial income and expenditure of ICEM projects.
- (viii) Maintain financial records in compliance with accepted policies and procedures as well as donor rules and regulations
- (ix) Prepare periodically financial reports and invoices to donors

- (x) Closely working with Project Coordinator to prepare Costs Estimate for Workshop to submit to Clients for prior approval.
- (xi) Support to prepare budget for proposal development
- (xii) Support in project procurement process
- (xiii) Support to checking various contracts (consultant contract, services, workshop, printing contracts, etc) in regard to the accuracy of figures, dates, delivery terms, payment terms and other information of the contracts)
- (xiv) Other duties as defined by ICEM Finance Manager.

Qualifications:

- University degree in accounting & finance
- At least 6 to 10 years experience in a similar position in a foreign business
- Good spoken and written English language skills
- Computer literate (Microsoft Word and Excel and accounting software)
- Good analytical skill and results oriented; Honest and accurate; Mature and reliable
- Ability to manage and work independently and efficiently
- Ability to work closely with program staff, while ensuring the needs of Finance Department are met in a timely fashion.

To apply, send a cover memo, updated CV with contact details of two references to Ms Luong Quynh Mai (mai.luongquynh@icem.com.au and admin@icem.com.au). For more information about ICEM, visit www.icem.com.au.

Applications close on 30 September 2020. Only short-listed candidates will be contacted.