

act:onaïd Job Description and Person Specification

Job Title:	FINANCE BUSINESS PARTNER			FBP
Directorate:	Operations	Job Family:	Finance Management	
Reports to:	Manager, Finance Compliance (Internal)	Grade:	Grade 4	
Location:	Head Office with regular travels to the field and internationally as required			
Direct Reports:	None			
Role Overview				
<p>Being a member of relevant technical working group(s), the Finance Business Partner provides supports for the other departments/staff to ensure the job is well performed and has the right to provide technical advices/supports to all the activities of the programme objectives in charge in line with the guide line from HRBA framework; manages the project and project’s staff as required.</p> <p>Also, he/she also provides technical support to ensure the quality and compliance of financial management at assigned AAV’s Programme and Projects as well as all financial resources are being well managed and properly used in line with the policies and procedures of AAV.</p> <p>He/she has right to reject payments/ expenditure that do not follow AAV’s financial policies and approved budget of project/programme.</p>				
Role Accountabilities				
Key Accountabilities/ Responsibilities:	Activities			
[1] Compliance	<div>1. Utilize internal control system and tools to ensure all internal policy and donor’s requirement is complied</div> <div>2. Carry out payment process and Inputs accounting data into finance and accounting-related system</div> <div>3. Is responsible for AAV payroll (including salary payment, PIT and insurance payment)</div> <div>4. Ensure function budgets are checked and full compliance with AAV’s requirement.</div> <div>5. Join procurement process</div> <div>6. Provide inputs to finance budget planning.</div> <div>7. Prepare all data to support the process of preparing AAV’s quarterly/biannual and annual financial reports.</div> <div>8. Control bank, cash and creditors, debtors at National level</div> <div>9. File vouchers and other documents in finance department</div> <div>10. Provide supports to internal and external auditors</div>			
[2] Analysis	<div>11. Develop analysis on Debtors and Creditors accounts in Hanoi office on quarterly basic</div> <div>12. Develop analysis on support costs on quarterly basis</div>			
[3] Development	<div>13. The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</div>			

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[4] Corporate Responsibilities	14. Financial support to AFV is ensured for the implementation of joint works between AAV and AFV.
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
<ul style="list-style-type: none"> AAV Staff 	<ul style="list-style-type: none"> AAV's assigned partners, Auditors, DIPSERCP, Tax office, Banks
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> University degree in finance and accounting or relevant field
Experience	<ul style="list-style-type: none"> At least 3 years of working in the similar position or relevant fields. NGO/Project working experience is preferable
Technical knowledge/skills	<ul style="list-style-type: none"> International accounting, particularly charity accounting Accounting software Accounting document reviews skills Expertise in Staff salary and benefits management Financial reports and Financial monitoring skills Intermediate level of English
Others	Adherence to: Human Rights Based Approach Poverty and injustice eradication Gender equality

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility

Prepared by
HR Department

Signature

Date:

Reviewed by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: