

Job Title:	MANAGER, FINANCE COMPLIANCE (EXTERNAL)		MFC (E)
Directorate:	Operations	Job Family:	Finance Management
Reports to:	Head of Finance	Grade:	Grade 3
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 Manager, Finance Compliance (External) 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 also provides technical advices/supports for other departments/staff and all activities of Programme/ Projects in charge to ensure 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 system and other tools to ensure all AAV’s FMMP and donor’s requirement is complied.</div> <div>2. Support Head of Finance in reviewing, updating and developing policies relating to partners.</div> <div>3. Manage finance and accounting-related system at LRP level and project.</div> <div>4. Check and review and verify all FAR/ reports at LRP level to ensure well prepared and timely.</div> <div>5. LRP and Project’s Budget are facilitated, reviewed and consolidated in compliance with AAV’s guidelines and templates.</div> <div>6. Donor report are prepared and submitted timely and accurately.</div> <div>7. Positive support is provided to internal and external auditors.</div> <div>8. Auditors’ recommendation is thoroughly and promptly followed up.</div> <div>9. Partners’ financial data is quarterly reconciled.</div>		
[2] Analysis	<div>10. Ensure all budget holders of LRP/projects are provided regular data update and proper analysis.</div> <div>11. Provide monthly assessment of LRP/projects financial status.</div>		
[3] Development	<div>12. Participates in Projects and LRPs Proposal, budget &amp; Plan process.</div> <div>13. Checks and trains/guides LRP’s accountants in finance management.</div> <div>14. Regular field visit to in charged LRPs are conducted as required to ensure each LRP is visited at least every 9 months.</div>		
[4] Corporate	<div>15. The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</div>		

# act:onaïd Job Description and Person Specification

Responsibility	16. Financial support to AFV is ensured for the implementation of joint works between AAV and AFV. 17. Supports the nationalization of ActionAid Vietnam. 18. Other tasks as assigned by line manager are well performed.	
Key Relationships to reach solutions		
Internal (to ActionAid or team)		External
• CLT members, EMT members, all AAV staff		• AAV’s partners, auditors
Person Specification		
Education & Certifications	• Bachelor degree in finance and accounting or relevant field	
Experience	• Minimum 5 years of experience working in the similar position or relevant fields. • NGO/Project working experience is preferable	
Essential knowledge and skills	• International accounting, particularly charity accounting • Accounting softwares • Financial reports and Financial monitoring skills • Program activities • Expertise on Proposal writing and Grant management Networking, influencing and interpersonal • Excellent management of competing priorities and work under pressure • Work on own initiative with minimum supervision and to stay on task • Fluency in written and spoken English and native/national language	
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 anticipate 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:

*JD – Manager Finance Compliance (External)*