



System Transition Support Coordinator

About the role

The role supports the system transition process in CARE in Vietnam (CVN) including project and country office finance. A key part of this is focusing on (1) ensuring all data held on the current accounting database checked, verified and migrated smoothly to the new database; (2) assessing and recommending changes to CVN's financial processes and procedures to improve the effectiveness in the new working environment. The System Transition Support Coordinator works closely with the CVN finance and procurement team to ensure smooth operations and that project budgeting and accounting requirements are met during the transitional phase.

The role reports to CVN Finance Controller who leads and oversees the system transition process.

This position is based in Hanoi, with travel required to other sites.

Key responsibilities

- Work with the system migration consultant team to ensure they understand well about (1) the current project and office accounting arrangement in SUN, including coding system, (2) CVN's requirements and expectations;
- Support the data transfer phase;
- Provide analysis and recommendation on digital-driving finance initiatives;
- Recommend best practices, policies and procedures to streamline CVN's finance and procurement system;
- Support the User Acceptance Testing (UAT) phase, including testing if all functions work; support CVN finance officers as the new users to work with People's Soft smoothly; consolidate issues and share back with the consultant team;
- Continue to provide post go live support.

Ideally you will have:

- Background in finance/accounting (Bachelor in accounting or economics) with minimum 5 years of relevant experience in finance and accounting;
- Understanding of budget & report processes and experience in project financial management;
- Demonstrated strong experience in excel and internationally accepted accounting database, digital finance, of which PeopleSoft is a great advantage;
- Demonstrated initiative, attention to detail and proven high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure that deadlines are met with a "can do" attitude; and
- Fluent oral communication and writing skills in both in Vietnamese and English.

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefit package

Application Deadline: 17:00 pm 10 February 2022

Interested?

We invite **Vietnamese candidate** to submit expressions of interest to join our team. Please click the Apply button and complete online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your pdf file that including letter of interest and CV in English language before submitting.

CARE International in Vietnam (CVN) is a creative and dynamic organisation, which has worked with Vietnamese, and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that poor and marginalised ethnic minority and urban people of all genders, particularly women, equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit www.care.org.vn

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment; and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.