



Job Title: REGIONAL ACCOUNTANT-NORTHERN
Project: USAID Sustainable Forest Management
Reports to: Finance Manager
Location: One among 4 provinces under the project (See below)
Date: May 2022

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action-action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The Vietnam Sustainable Forest Management Activity will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. SFMA will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

SFMA will work in seven provinces and focus on five activities:

- Strengthening community forest management;
- Promoting conservation-friendly enterprises;
- Improving law enforcement to tackle environmental crimes;
- Enhancing the management of production forests; and
- Mobilizing domestic resources.

Summary of Primary Duties

The Regional Accountant will play a pivotal role in assuring adherence to financial policies, project policies and procedures, regulations, controls, and reporting systems for the Northern Region including **Lao Cai, Son La, Hoa Binh, Thanh Hoa**. The Regional Accountant will provide accounting and financial analysis support to the project office and will ensure submission of financial reports based on internal deadlines. This position will ensure compliance of all accounting and financial reporting functions. The Regional Accountant is responsible for recording costs and day to day general accounting, accounts receivable/payable, payroll, risk management, managing partner relationships, assuring all backup documentation is audit ready, and troubleshooting accounting issues. The individual is also responsible for cash flow analyses, and the overall financial well-being of the project.



Essential Duties

Financial Reporting

- Develops and maintains reports of status of financial management activities (i.e. monthly and quarterly reporting).
- Responsible for ensuring project assets/inventory report is balanced against the general ledger/FAS prior to submission to USAID.
- Responsible for ensuring that any/all contractual financial reporting requirements are identified and complied in a timely and accurate manner.
- Ensures that tax reporting procedures are well documented to facilitate preparation and submission in a timely manner.
- Reviews and submits monthly reconciliation reports.
- Monitors and submits advance, commitment as applicable.
- Develops and submits other project reports necessary and based on registration requirements to local authorities.
- Oversees the reporting of expenses by provincial offices (if applicable).
- Monitors and reports on partner/vendor payment schedules and obligations.
- Provides annual budgets of expenditure as well as quarterly forecasts against budget statements (accruals, pipelines, etc.) as applicable.

Audit

- Supports preparation of internal and external audits.
- Supports responses and actions to internal audit comments.
- Conducts daily reviews of backup documentation to ensure completeness, accuracy, and full compliance with all regulations and the Field Operations Manual (FOM).
- Performs regular spot audits on project's files.
- Ensures adequate backup documentation is uploaded to relevant system according to set deadlines.

Policies & Procedures

- Ensures that accounting policies and practices are carried out in accordance with GAAP standards; project internal controls are established and implemented in accordance with DAI policies, USAID rules/regulations and the terms of the contract.

General Accounting/Financial Management

- Initiates wire requests for field project implementation.
- Verifies vendor invoices for accuracy.
- Verifies accuracy of expenses and project accounting codes. Ensures accurate and timely processing of invoices, advances and reimbursements, checks, and wire transfer payments for the Northern Region including **Lao Cai, Son La, Hoa Binh, Thanh Hoa**
- Ensures request for payments have appropriate approvals.
- Ensures the timely deposit of cash receipts.
- Responsible for recording and assigning costs based on approved budget in field accounting system (FAS).
- Verifies back up documentation for all project-related transactions, and ensures completeness and appropriate review and approvals are documented.
- Overseeing petty cash management, reviewing petty cash disbursements, petty cash counts, reconciliations and replenishments of 3 field offices



- Ensures proper segregation of duties within the Finance/Accounting Department.
- Prepares, reviews and submits project cost data prior to submitting Oracle data reports to DAI Washington.
- Maintains file management systems for soft and hard copy documentation.
- Establishes guidelines for maintaining sub-grant and other partnership files and activities as applicable.
- Maintains files on grant/procurement/subcontractor documents and modifications as applicable.
- Directs the schedule of financial activities to ensure the timely preparation of budget related reports.
- Supervises periodic cash counts.
- Ensures non-billable expenses are thoroughly reviewed and are kept to a minimum.
- Ensures that foreign taxes paid, if any, are tracked, recorded, and reported to USAID in accordance with ADS guidelines.
- Analyzes and reconciles project inventory on a regular basis ensuring that the value/purchase price of project assets reflected in the inventory register agrees with the total shown in the cumulative Non-Expendable account balance.

Travel Advances & Reimbursements

- Audits travel requests and expense reports for accuracy and compliance.
- Follows procedures to ensure accurate and timely payment and reconciliation of travel advances, reimbursements for staff and partner travel.
- Reviews and monitors outstanding advances report by paying close attention to advances that have not been settled after 30 days of issuance.

Financial Systems

- Uses field accounting system (FAS), cloud software for backup documentation, DAI's project management system (TAMIS), etc. regularly.
- Ensures that voucher files are scanned and uploaded to DAI's System for the Electronic Archival of Financial Documentation - Sharepoint.

Other tasks assigned by OPS Director and Finance Manager

Qualifications

- B.A. Degree in Accounting, Finance, Business Administration or equivalent.
- 6+ years of relevant experience and progressive responsibility in finance and accounting, office administration, project operations at the mid-level of an organization.
- Minimum 2 years' experience managing USAID funded projects is preferable.
- Accuracy in working with large amounts of data.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Experience with enterprise accounting software, and Microsoft office suite.
- Demonstrated knowledge of internal controls and audit processes (e.g. procurement, local subcontract agreements, etc.)
- Demonstrated report writing skills in English is required.
- An articulate individual who possesses excellent communications and personnel management skills and who can relate to people at all levels of an organization.
- An energetic, forward-thinking and creative individual with high ethical standards and appropriate professional image.
- An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus.
- Fluency in English is required.

**Level of Effort, Location and Reporting**

The level of effort is 260 days per year. The employment contract will be on a yearly basis, with possible extensions until the close of the project. The Regional Accountant reports to the Finance Manager. The position is based in one of Northern provinces, with travel to priority SFM municipalities.

How to apply and requested documents

Interested candidates are requested to submit:

- A CV in English
- A cover letter in English indicating why you are suitable for this position
- Scanned copy of related degrees

To our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: “Regional Accountant _Northern- Candidate’s full name”

Deadline for application: 5.00 p.m. (Hanoi time), June 10, 2022

To learn more about DAI, please visit our website: <https://www.dai.com/>

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.