

## **VACANCY ANNOUNCEMENT: FINANCE, ADMINISTRATION & HR DIRECTOR**

### **AIP FOUNDATION**

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit [www.aip-foundation.org](http://www.aip-foundation.org)

### **WHO WE ARE**

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, Thailand, India, and the Philippines

**We are looking for a local qualified candidate to fill the following position at our head office in Ho Chi Minh City, Vietnam:**

### **FINANCE, ADMINISTRATION & HR DIRECTOR**

Duty station: Ho Chi Minh City, Vietnam (preferred) or Hanoi, Vietnam  
Status: Full time. Permanent  
Application due: July 1, 2022  
Starting date: As soon as possible

### **POSITION PROFILE**

The Finance, Administration & HR (FAHR) Director is a key member of AIP Foundation's leadership team and oversees the financial, administrative and human resources functions of the organization. S/he is responsible for financial integrity, accountability and managing internal controls by establishing and maintaining appropriate financial systems and procedures. The FAHR Director plays a critical role in strategic decision making and operations as AIP Foundation continues to enhance its quality programming and build capacity. As hands-on leader, the FAHR Director supervises and coaches a team of six staff. Reporting to the CEO, this position works closely with CEO and Board of Management to support the fiduciary and organizational compliance responsibilities.

### **KEY RESPONSIBILITIES**

- Provide strategic leadership to the Board of Management and work closely with the CEO to develop long-term and short-term financial and human resources strategies; define the organization's financial priorities, and human resource mobilization
- Assess financial performance at organizational, country and program-level, and guide efforts toward long-term financial sustainability

- Ensure legal compliance in all areas including organizational operating registrations, organizational and country-level audits, tax, insurances, employee health and safety, contractual agreements with donors and partners, and internal policies
- Continuously improve internal financial policies and systems to increase operational capacity; and ensure adherence to relevant regulations by all staff
- Work with departments at head office and country offices to prepare organizational budget forecast, annual budget plans, and project proposal budgets
- Oversee accurate and timely payment and recording of financial and accounting transactions; manage financial reporting to donors and partners in compliance with their financial regulations
- Ensure appropriate financial controls comply with relevant country legislation
- Lead the resolution of conflicts, breaches of the Code of Conduct and disciplinary and/or termination procedures

## **REQUIREMENTS: QUALIFICATIONS, EXPERIENCE, SKILLS**

- Post-Graduate qualification in Finance or Accounting with a bachelor's degree in accounting, finance, or a related field; member of professional accounting association is preferable
- A minimum of 10 years of management experience with an international organization, preferably an NGO with a focus on public health or related area
- Experience working with large grants and management of different donor-funded projects is preferable
- Demonstrated ability to collaborate with a multi-disciplinary team within a multi-cultural environment
- Strong organizational and team-building skills, attention to detail, and ability to work both independently and collaboratively and produce under a heavy workload with competing priorities
- Effective strategic planning and project management skills; ability to lead decision-making processes; hands-on leader with a pro-active, curious, can-do attitude
- Good analytical, numerical, and problem-solving skills
- Strong interpersonal skills with high integrity and honesty
- Excellent oral and written communication skills in English
- Expertise with MS Office applications (Word, Excel, Access, Outlook, PowerPoint); accounting software, web-based communications platforms. Advanced Excel skills is highly preferred.

## **CONTACT AND DEADLINE**

Applications are due **July 1, 2022**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a one-page cover letter, maximum three-page CV, and three references with current email address and telephone number to our email: [jobsvietnam@aipf-vietnam.org](mailto:jobsvietnam@aipf-vietnam.org)  
We will inform you before contacting your references.

All applications will be carefully vetted, including working history and background checks.