



JOB ANNOUNCEMENT

Catholic Relief Services (CRS) is looking for a qualified Vietnamese candidate to join our Country Program. This position is contingent on donor funding, estimated for 14 months.

Job Title:	Finance Officer
Location:	Hanoi
Salary grade:	6
Reports To:	Finance Manager

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will support the Finance department's management of accounting systems, policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the poor and vulnerable. As part of an experienced finance team you will help coordinate daily financial activities through preparation and delivery of financial services.

Roles and Key Responsibilities:

- Review and supporting documentation of financial transactions to ensure all required documents are accurate and complete as Donor' requirement, CRS policies and local law.
- Review the coding before record delegated financial transactions following appropriate authorizations. Review various accounts to detect irregularities per CRS policies and Donor's requirements.
- Ensure maintenance of all data required for processing financial transactions for assigned accounts in the financial accounting package (Insight system).
- Prepare various, periodic, and ad hoc financial reports, as needed, and perform variance analyses to assist with decision-making and proper management of financial resources
- Evaluate and monitor subrecipient financial management processes in accordance with policy and strengthen capacity of partner in financial accounting and transactions.
- Monitor disbursement/receipt schedules, alert relevant staff of due payments/liquidations, and maintain appropriate communication and follow-up to facilitate timeliness of financial resource management.
- Support Program staff in developing budgets for new programs/projects and revisions of existing projects.

- Prepare monthly tax report and deal with tax agency to ensure the compliance with the local law.
- Take the delegated functions in the Insight system to ensure segregation of duty in accounting management.

Basic Qualifications

- B.A. degree in Accounting, Finance, Economics, Business Administration strongly preferred. Courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of three years accounting experience, preferably with an international or local NGO, or a financial/banking institution.

Required Languages – Excellent spoken and written English.

Travel - include percentage of required travel, if applicable. Could be stated as Must be willing and able to travel up to 15%.

Knowledge, Skills and Abilities

- Excellent analytical skills with ability to detect and report inconsistencies
- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

Preferred Qualifications

- Familiarity the relevant public donors' regulations a plus.
- Proficient in Excel and experience with Word and PowerPoint. Knowledge of Insight financial accounting package or similar financial reporting software a plus.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities (if none, state none)

Key Working Relationships:

Internal: CRS staff including finance, administrative, HR, program staff etc.,

External: Bank, tax agency, CRS partners, internal and external audit.

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

Application requirements

Individuals interested in this job are invited to submit your applications via email to Catholic Relief Services at: recruitment.vietnam@crs.org;

Applications in English should include:

- i) Curriculum Vitae with name and contact information of three references
- ii) Application Letter
- iii) Copies of degrees, certificates

Deadline for submission: **June 26, 2022**

By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.