

## **Associate Financial Control Analyst**

POSITION TITLE : Associate Financial Control Analyst  
RECRUITMENT TYPE : Local Hire  
POSITION LOCATION : Vietnam Resident Mission, Hanoi, Vietnam  
TYPE OF POSITION : Contractual  
CONTRACT TERM : Initial 1-year term (can be extended)

### **Overview**

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 68 members, 49 of which are from the Asia and Pacific region. ADB's mission is to reduce poverty and promote sustainable economic growth in the region. ADB's main instruments for helping its developing member countries are policy dialogue, loans, equity investments, guarantees, grants, and technical assistance.

The position is assigned in the Secondary Disbursement Processing Center (SDPC) of the Loan Administration Division (CTLA) of the Controller's Department, at the Viet Nam Resident Mission (VRM) in Hanoi Viet Nam. Controller's Department helps maintain adequate and sound internal control of processes in ADB and provides quality services to clients while maintaining sound fiduciary controls. CTLA is responsible for fiduciary control and disbursement arrangements, and related matters from project preparation to implementation.

To view ADB Organizational Chart, please click [here](#).

### **Job Purpose**

The Associate Financial Control Analyst will assist the overall administrative, reporting and processing activities for Secondary Disbursement Processing Center (SDPC) in Viet Nam Resident Mission, in a specialized work area within ADB, ensuring that work objectives are accomplished in a timely and effective manner. The incumbent will report to the designated International Staff and National Staff.

### **Responsibilities**

Works independently on all or a combination of the following transactions and/or clearly defined areas, depending on the assignment/instructions from supervisors:

#### **Loan and Grant Disbursement**

- Processes withdrawal applications under ADB public sector loans, grants, and co-financing by critically reviewing withdrawal applications under the various disbursement procedures, ensuring compliance with relevant ADB policies and guidelines, disbursement procedures, and the service level standards.
- Supports supervisors in monitoring the project expenditures claimed through the statement of expenditures (SOE) procedure and other simplified documentation procedures, assessing risk, and reviewing relevant evidence on sampling basis.

- Keeps track of deposits, liquidations and reconciliation under Advance Accounts and prepares periodic reports thereon.
- Processes disbursement vouchers, journal vouchers and other relevant payment documentation.

### **Technical Assistance Disbursement**

- Processes TA and grant-funded project claims, including liquidations, for payment of consultants, contractors and other service providers under ADB and donor's technical assistance grants or trust funds. Ascertains that the claims/billings submitted are in accordance with contract provisions, relevant financial covenants, applicable administrative orders/circulars, and established Bank practices and policies.
- Keeps track of advances and liquidations, clears matched items, and prepares monthly reports on outstanding advances and unreconciled items.
- Reviews consultant's contracts to track and monitor cost estimates, contract variations, actual disbursements by budget line item, and prepares status of consultant's contracts for information of supervisor.
- Processes disbursement vouchers, journal vouchers and other relevant payment documentation.

### **Portfolio Management and Reporting**

- Data Entry: Input the disbursement data into the disbursement system and relevant financial systems applying adequate control to ensure the accuracy and timeliness of records;
- Client Relations: Coordinate and provide required information in accordance with established procedures in an appropriate manner.

### **Other**

- Ensuring the Preparedness of Controller's Department's (CTL) Organizational Resilience (OR): Actively participates in the initiatives to enhance the preparedness of CTL's Organization Resilience (OR) by assisting the International Staff and National Officer at SPDC for OR, supporting the preparation/revision of SDPC's OR plan under disruption (e.g., processing disbursement of the non-sovereign loan and payroll), participating in training for the key activities of CTL following the SDPC's OR plan, and providing suggestions for improvements to such plan.
- Enhancement of Systems and Procedures: Actively participates in the initiatives to enhance systems and procedures for disbursement by providing suggestions for improvements and participating in user acceptance tests and other related activities.
- Assists other areas in the division as required to ease higher work volume or resolve complex disbursement issues.
- Perform other tasks as required, including close coordination with ADB Headquarters (CTLA), and provision of information requested by the internal/external clients, preparation of correspondence and reports for review and approval by supervisors, liaise with specified internal and external contacts, and recording incoming/outgoing mails and other documents.
- File Maintenance: Maintain existing filing system including electronic filing of appropriate documents, sort and file routine materials according to prescribed systems and established guidelines.

## Relevant Experience & Requirements

- Bachelor's degree in Accounting, Business Administration, Commerce or Finance with in-depth knowledge of Information Technology and computer applications; preferably with Certified Public Accountant (CPA) designation.
- At least 5 years work experience in disbursement, project administration, or relevant professional experience in accounting and auditing in a computerized environment with some supervisory role, in a large organization.
- Knowledge and understanding of development organization's operations, and disbursement procedures.
- Good understanding of accounting policies, practices and systems and general policies, procedures, guidelines and reporting requirements prevalent in a multilateral institution.
- Good understanding of internal control concepts and business processes to assist in the maintaining sound internal controls and assessing risks related to financial reporting and related business processes
- Proven interpersonal and problem-solving capabilities.
- Proficiency in Microsoft Office applications, particularly MS Word and MS Excel, and large accounting related software, such as Oracle ERP, and in the use of computer databases to input and extract information, and to generate standard and ad hoc financial reports is essential.
- Ability to plan and coordinate schedules in order to meet deadlines
- Analytical and systematic, with strong numerical skills and attention to detail
- Excellent written and verbal communication skills in English is required.
- Able to work collaboratively with teams as a constructive team member.

ADB seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. ADB encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.

Send application quoting Ref. No. VRM/SDPC/2022-001 by **30 June 2022** to: [nngan@adb.org](mailto:nngan@adb.org) (please do not contact by telephone)

Only shortlisted candidates will be contacted. Applications submitted without the job reference number and job title will not be considered.