



EMPLOYMENT OPPORTUNITY

Administrator/Accountant

Foundation for International Development / Relief (FIDR) is a Japanese non-profit organization which is permitted by Vietnam Ministry of Foreign Affairs in Vietnam. FIDR implements community development projects in Central Vietnam and Central Highland region.

FIDR is now seeking qualified Vietnamese national staffs for the position **Administrator/Accountant**, based in Danang city. We strongly encourage people who already have some previous working experience, and want to seek their professional career in the field of community development and humanitarian aid, to apply for this position.

Administrator/Accountant

Main responsibilities

- Managing assets and handling paperwork of office
- Administration activities of FIDR office as general office administration
- Provide administrative and financial assistance
- Processing cash and bank payments, receipts and entering journals into the accounting systems
- Prepare monthly financial reports in English

Qualification

- University Degree, preferably in Finance/Accounting
- Minimum 3 years of working experience in accounting/administrator sector with excellent written and oral communication skills in English
- Very good computer (MS-Excel, Word, etc.) and data analysis skills
- Excellent communication skills and ability to work in a team
- Experience with international organizations preferred

Interested candidates are requested to send their application letter, CV in English attached with copies of obtained degrees /certificates and recent photo, and report on “The reason of applying and what you want to achieve through this job” in English for appeal yourself to:

Foundation for International Development/Relief Vietnam (FIDR) <http://www.fidr.or.jp/english/index.html>: 54 Hai Phong St., Danang city, E-mail: ngothingochan@fidr.vn or fidrvn@fidr.or.jp, Tel: (0236) 3540404

Deadline for the application is 30th June 2022.