

Job description - **Accountant and Administrative Officer**

Job code:	26072201	Location:	Hanoi
Job category:	Operations	Regional office:	Hanoi
Job level:	Officer	Direct report:	HR & Administration Manager Chief Accountant Operation Manager
Type of work:	Fulltime	Dotted-line reporting:	Study Managers Admin & Accounting Team
Duration:	12 months with possibility of extension	Tentative start date:	August 2022

Organisation: Woolcock Institute of Medical Research

The Woolcock Institute of Medical Research is affiliated with the University of Sydney in Australia and is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational, epidemiological and clinical research projects and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers. The Woolcock Institute has three research centres and offices in Ha Noi, Ho Chi Minh City and Ca Mau. Currently we directly employ about 60 full-time staff and coordinates multiple study projects within lung health management and treatment across eleven provinces. We also expand research activity to other fields including antimicrobial resistance.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: www.woolcock.org.au

Woolcock Institute of Medical Research in Vietnam: www.woolcockvietnam.org

Roles:

Responsible for the day-to-day general finance and administration of the Hanoi office, assisting various studies being conducted in Vietnam, supporting the research teams and cooperating with staff in other teams in operations activities.

Duties and Responsibilities:

Duties for this position should not be considered definitive. Duties may be added, deleted or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly

Accounting tasks:

- Prepare office cash request, make advance and track monthly office cash expenditures, prepare cash reconciliation statements;
- Collect and check documents, prepare payments, execute accurate and complete bank transfer requests as request; submit the transactions to banks;
- Check supporting documents to ensure project expenses and operational office expenses are complied with internal project cost norms and Woolcock regulations;
- Entering the financial transactions on accounting system;
- Assist in printing, collecting and filing the original financial documents;
- Support Chief Accountant in preparing financial reports and following up the project budgets;
- Prepare PIT withholding receipt and contact to handover to related parties;
- Support Chief Accountant in contacting to Tax Department;
- Support the Chief Accountant with the preparation of financial records for periodic auditing processes.
- Work with internal and external audit.

Human Resources tasks:

- Manage Hanoi and Ho Chi Minh office staff leave, attendance records and ensure that leave requests are submitted and filed.
- Remind staff in Hanoi office to complete the personnel records, declare Social Insurance and register tax fully and on time;
- Work with health insurance to update staff amendment, prepare payment orders, and process contract extension;
- Support Recruitment process such as: prepare the job description, job announcement, contact to agency for job posting, arrange interview schedule and send feedbacks to candidates;
- Support teambuilding activities for Northern office and other provinces under the supervision of HR Manager;
- Support HR Manager in drafting, entering and tracking the service/consultant/internship contract under the instruction of HR Manager.

Administrative tasks:

- To provide general administrative support as required for the office management and for the projects;
- To prepare correspondence regarding taxation, social and health insurance and union fees under the instruction and control of HR Manager and Chief Accountant;
- Maintain a strong administrative and financial filing system and manage filing the administrative and financial documents in both hard and electronic form;
- To be responsible for implementing the procurement of equipment, supplies and consumables; maintaining and updating the fixed assets register and inventory report for Hanoi office;
- Ensure that all office equipment e.g. telephones, air conditioners, photocopier, fax, printer, etc. are maintained in good condition regularly;
- Prepare the booking of flights and accommodation for provincial staff and partners working directly with Hanoi office as required;
- Ensure the timely submission of permission to travel documentation;
- Ensure the timely submission of clearance documents for visitors going to visit/work in Hanoi;
- Support to organize meetings, workshops, seminars and general office events.
- Support in translation operation documents and study documents.

Key attributes:

- University degree in administration or finance or other relevant areas is preferred
- Preferably at least 3 year of experience in administrative/financial work
- Highly motivated, willing to learn, good team work, service-oriented and able to work under high pressure and within a limited time frame;
- Professional use of personal computer utilizing word processing, spreadsheet software programs (e.g. MS Office, MS Word, Ms Excel);
- Excellent communication skills;
- Good written and spoken English skills;
- Ability to focus and pay attention to details

Applications:

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least three senior referees) in English or Vietnamese and scanned copies of your related degrees, no later than **31/08/2022** by submitting the application form in the link as follows: <http://bit.ly/woolcockhiring>

We regret that only short-listed candidates will be contacted for interviews. Review of applications will start as soon as possible and continue until **31/08/2022**, or until the post is filled, whichever is earlier.