

Research Center for Inclusion

INTRODUCTION

The Research Center for Inclusion (RCI) is legally registered in 2018 with Ministry of Science and Technology in Vietnam and under coordination and management of the government focal point of Southeast Asian Research Association of Vietnam (SEARAV).

RCI is constituted as a result of the localization of the Netherlands Leprosy Relief (NLR) Mekong that operated in Vietnam in 1981 and managed programs on leprosy disease control, disability and inclusion of persons with disability in Cambodia, Myanmar, Vietnam, China, Laos and Thailand. RCI continues NLR's expertise, experience and network established throughout 35 years in Vietnam.

RCI envisions a world in which people with disability, including children and persons affected by leprosy enjoy equal rights and full inclusion in society. The organization works on five priority areas: 1) Inclusive education, 2) Social inclusion, 3) Inclusive Health and Community-Based Rehabilitation (CBR), 4) Sexual and Reproductive Health and Rights and 5) Research. For further information please visit our website: <https://rci-nlr.org/>

RCI office is seeking a qualified and motivated Vietnamese national for the position of:

Finance Officer

- with a keen interest in people with disabilities and disability issues, prior experience in working with people with disabilities will be considered an advantage;
- who can work alongside our partners in Vietnam for people with disabilities;
- who can work as an active, supportive and responsible team member in our office and in the field within the context of the framework of RCI's support in Vietnam.

For further details please see the Job Profile below.

JOB PROFILE

Job Title: Finance Officer
Place of Work/Location: Hanoi (*approx. 20% time on travel to field sites*)
Start date: December 2022
Report to: RCI director

JOB DESCRIPTION

The Finance Officer will report to the Director and will be responsible for managing the expenditures and accounts of RCI.

Purpose of the position

- to support RCI to maintain high standard of financial management;
- to financially manage the RCI programs and projects;
- to monitor and coach the accounting and finance management of RCI's partner organizations.

Main responsibilities

Planning and system development

- maintain financial systems as required by RCI's standards in order to provide appropriate levels of security and controls over the organization's resources;
- ensure financial transactions to comply with RCI's policies and standards, local regulators requirement;
- provide technical support to the financial officers of the partner organizations in Vietnam.

Accounting and financial implementation

- manages day to day finance operations, including implementing RCI's policies, procedures and systems, reviewing accounts payable documents for proper accuracy and completeness, and liaising with bank on all banking issues;
- be responsible for preparing financial reports and tracking of spending of all projects and programs;
- provides updated, timely and accurate financial reports to RCI director/Coordinator, as necessary, and monthly ad hoc reports on financial status of project expenses and budget information;
- manages the process of clearing bills, payments, and vouchers from RCI's partner organisations;
- manages the transfer of project funds from the central account to partner organisation's accounts;
- works closely with the donors to ensure reconciliation of monthly expense reports, and respond to any inquiries they may have;
- assists in the preparation of monthly financial spreadsheets, cash flow forecasts in accordance with appropriate procedures;
- perform data entry into the accounting software;
- maintain accurate record keeping;
- provide necessary information to payroll service provider to ensure salaries are being processed in accordance with requirements;

- prepare annual budgets accurately, carry out mid-year reviews properly and make other budget revisions timely for the office as required;
- identify & implement measures to enhance the credibility and objectivity of financial statements and reports;
- review & update the finance management manuals regularly with all changes related to policies and procedures;
- review financial summary and analysis reports of the partner organizations;
- monitor the preparation, updating and maintenance of office fixed asset records etc., and
- other duties as required.

Monitor, follow-up and reporting

- prepare & submit financial reports properly and in timely manner to the donors;
- oversee the annual audit;
- follow up with audit findings and implement recommendations.

Staff development

- identify & provide necessary training and other support to financial officers of the partner organizations.

JOB REQUIREMENT

The following knowledge, skills and abilities can be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- a Bachelor Degree in Accounting or Finance;
- a Chartered Accountant or Certified Public Accountant is an asset;
- knowledge of International Financial Reporting Standards and a practical knowledge of financial systems and internal controls;
- knowledge of accounting theory and financial statements and government tax requirements.
- strong accounting and finance management skills;
- at least 5 years experience in finance and accounting and experience supporting USAID and other donor-funded projects is preferable;
- experience in establishment and monitoring of budgets, and an understanding of data processing concepts and systems;
- strict requirement on integrity and accountability;
- detail-oriented and organized;
- ability to work hands-on, independently, and within team in difficult work environment and function well under pressure;
- experience working with computers, especially MS Word and MS Excel;
- experience working with QuickBooks accounting system or similar product;
- good English skills (both spoken and written).

Salary: A maximum of gross salary for this position is 340,600,000 per annum.

Application

Interested applicants are invited to submit their application to lan.ntp@nlrmekong.org **before 15 November 2022.**

In the subject line, please insert: Application for Finance Officer.