



## **JOB VACANCY ANNOUNCEMENT**

**Norwegian People's Aid (NPA)** is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with Representative office and projects in Hanoi, Hue, Quang Tri and Quang Binh. **NPA Vietnam** is developing for setting up **a new project in Kon Tum** province. We are seeking for qualified, enthusiastic, experienced Vietnamese applicants for the fulltime **Finance Officer (FO)** based in **Kon Tum city** with travels to field offices in provinces as work required.

### **Terms of reference**

Under the supervision of the FM, the FO oversees and controls finance procedures and other tasks to ensure effective and efficient financial management of program, projects in line with all current NPA financial policies and requirements of the Donors.

#### **1. Internal control:**

- Make sure to understand the updated rules and regulations of Donors as well NPA requirements
- Compare actual expenditures with budgets. Any variances or discrepancies should be immediately documented and reported to FM
- Check payments with all related financial documents based on the requirements of NPA and Donor before getting approvals from Project Manager/ Country Director
- Check and coordinate with Logistic/Admin/HR department in procurement requests, as per requirements of the donor and NPA under Vietnamese law and practice
- Follow up to ensure that expenditures are properly approved, documented and posted in accordance to approved budgets
- Visit field projects to ensure field finance staff follow the requirements of the donor and NPA under Vietnamese law and practice
- Prevent and detect fraud and errors during control of financial documents
- Coordinate and follow up on audit cash as requirement
- Follow up partner expenditure to ensure their compliance with donor and NPA rules and regulation
- Follow up the audit report and other financial report to all transactions



## **2. Accounting control**

- Check that all entries done by project FOs are properly recorded based on financial justifications required and ensure records are complete and accurate in the financial system
- Review All vouchers online for all transactions of all projects
- Booking interim accounts
- Coordinate with Logistics Department to control the physical inventory by comparing with the accounting records and bin cards
- Ensure all financial and accounting documents are available for audit / management control checks and keep control of financial documents
- Reconsolidate bank statements and cash statements of all projects on monthly basis

## **3. Other tasks**

- Prepare financial reports for all projects
- Post interim expenses for all projects via regional and HO account or any transactions (when required)
- Assist FM to prepare budgets.
- Assist FM to do budget projections.
- Support month-end and year-end closing process.
- Support year-end Auditing.
- Make sure all finance documents are stored in order and in safe place.
- Coordinate with FOs to assist project staff in completing financial paperwork to ensure compliance with NPA financial guidelines as well donor regulations
- Perform any other tasks assigned by FM

## **Required qualifications**

- Bachelor in Accounting/Finance or equivalent
- At least two (3) years of experience in relevant position in INGOs or foreign organizations
- Experience with US government funded project is an advantage
- Computer literacy – good knowledge of online accounting software such as Agresso is preferred
- High attention to details
- Sound interpersonal & communication skills
- Good command of Spoken and Written English
- A proactive and critical thinker
- A good team player as well as an independent worker



- Ability to work under pressure and to maintain deadlines
- Maintaining confidentiality
- Familiar with multi-cultural working environment

## **Application submission**

Interested candidates are requested to submit a CV, a cover letter (in English) to express why you are fit for the post and NPA, copies of related degrees/ certificates and 03 references to NPA via e-mail address [recruitment.vn@npaid.org](mailto:recruitment.vn@npaid.org).

Please indicate clearly the POSITION you are applying for in your email subject.

The employment commencing date will be in February 2023. Women and people with disability are encouraged to apply. Only short-listed candidates will be notified.

The closing date for applications is at 5pm on [11 December 2022](#) or may be earlier if we have qualified candidates for our recruitment requirement./.