



**Job Title:** ACCOUNTANT  
**Project:** USAID Sustainable Forest Management  
**Reports to:** Finance Manager  
**Location:** Hanoi  
**Date:** December 2022

### **DAI Organization and Values**

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more liveable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

### **Project Background**

The Vietnam Sustainable Forest Management Activity will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. SFM will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

SFMA will work in seven provinces and focus on five activities:

- Strengthening community forest management;
- Promoting conservation-friendly enterprises;
- Improving law enforcement to tackle environmental crimes;
- Enhancing the management of production forests; and
- Mobilizing domestic resources.

### **Overview of the Position**

The Accountant will play a pivotal role in assuring adherence to financial policies, project policies and procedures, regulations, controls, and reporting systems. The Accountant will provide accounting to the project office and will primarily focus on Payment, Travel Advances, and timely recording of financial reports. This position will support compliance of all accounting and financial reporting functions. The Accountant is responsible for recording costs and day to day general accounting, accounts receivable/payable, assuring all backup documentation is audit ready, and troubleshooting accounting issues. The Accountant will be supervised by the Finance Manager to ensure day-to-day tasks are completed according to established rules and procedures.



## **Roles and Responsibilities**

### **Financial Reporting**

- Reviews and submits monthly reconciliation reports.
- Monitors and submits advance report, commitment as applicable.

### **Audit**

- Supports preparation of internal and external audits.
- Supports responses and actions to internal audit comments.
- Conducts daily reviews of backup documentation to ensure completeness, accuracy, and full compliance with all regulations and the Field Operations Manual (FOM).
- Performs regular spot audits on project's files.
- Ensures adequate backup documentation is uploaded to relevant system according to set deadlines.

### **General Accounting/Financial Management**

- Initiates wire requests for field project implementation.
- Verifies vendor invoices for accuracy.
- Verifies accuracy of expenses and project accounting codes. Ensures accurate and timely processing of invoices, advances and reimbursements, checks, and wire transfer payments.
- Ensures request for payments have appropriate approvals.
- Responsible for recording and assigning costs based on approved budget in field accounting system (vFER).
- Verifies back up documentation for all project-related transactions and ensures completeness and appropriate review and approvals are documented.
- Ensures proper segregation of duties within the Finance/Accounting Department.
- Review activity budget for provinces.

### **Travel Advances & Reimbursements**

- Audits travel requests and expense reports for accuracy and compliance.
- Follows procedures to ensure accurate and timely payment and reconciliation of travel advances, reimbursements for staff and partner travel.
- Reviews and monitors outstanding advances report by paying close attention to advances that have not been settled after 30 days of issuance.

### **Financial Systems**

- Uses field accounting system (vFER), cloud software for backup documentation, DAI's project management system (TAMIS), etc. regularly.
- Ensures that voucher files are scanned and uploaded to DAI's System for the Electronic Archival of Financial Documentation - Sharepoint.

### **Other tasks assigned by Finance Manager**



### **Qualifications**

- B.A. Degree in Accounting, Finance, Business Administration or equivalent.
- 8+ years of relevant experience and progressive responsibility in finance and accounting, office administration, project operations at the mid-level of an organization.
- Minimum 2 years' experience managing USAID funded projects is preferable.
- Accuracy in working with large amounts of data.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Experience with enterprise accounting software, and Microsoft office suite.
- Demonstrated knowledge of internal controls and audit processes (e.g., procurement, local subcontract agreements, etc.).
- An articulate individual who possesses excellent communications and personnel management skills and who can relate to people at all levels of an organization.
- An energetic, forward-thinking and creative individual with high ethical standards and appropriate professional image.
- An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus.
- Fluency in English is required.

### **Level of Effort, Location and Reporting**

The level of effort is 260 days per year. The employment contract will be on a yearly basis, with possible extensions until the close of the project. The Accountant reports to the Finance Manager. The position is based in Hanoi, with travel to priority SFM municipalities.

### **How to apply and requested documents**

Interested candidates are requested to submit:

- A CV in English
- A cover letter in English indicating why you are suitable for this position
- Scanned copy of related degrees.

via email to our recruitment email at [VietnamSFM@dai.com](mailto:VietnamSFM@dai.com). Please quote the position title in the subject line: "Accountant - Candidate's full name".

**Deadline for application: 5.00 p.m. (Hanoi time), December 18, 2022**

**To learn more about DAI, please visit our website: <https://www.dai.com/>**

*DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.*