

# Admin and Finance Officer

## JOB ANNOUNCEMENT – ADMIN AND FINANCE OFFICER

The University of North Carolina in Vietnam is a research organization of the University of North Carolina at Chapel Hill, USA. Our missions are conducting clinical research of new treatment methods for HIV prevention, TB treatment, mental health in both treatment and behavior changes for people living with HIV, TB patients, men who have sex with men and people who inject drug. Our partners are Hanoi Medical University, Hospitals in Hanoi, Provincial CDCs nationwide. We are conducting clinical trials of HIV/AIDS Prevention Trial Network (HPTN) and AIDS Clinical Trial Group (ACTG).

We are now seeking a talented, dedicated and committed individual to join our team with the position of **Admin and Finance Officer** working at UNC Vietnam Office in Hanoi.

**Position:** 01 Admin and Finance Officer

Based in Hanoi.

**Report to:** Operations and Finance Manager

### POSITION SUMMARY:

The incumbent of this position is responsible for processing finance and accounting procedures and other tasks to ensure effective and efficient of accounting and financial management in UNC Vietnam office and its projects, as well as responsible for procurement, travel logistics, office administration and personnel administration for UNC Vietnam Office.

### SPECIFIC ROLES & RESPONSIBILITIES:

#### 1. Finance and Accounting

- *Accounting and disbursement:*
  - Prepare payment/ received vouchers and make e-banking wire transfer or cash payment for expenditures of UNC's projects.
  - Check all invoices, receipts and financial supporting documents to ensure they are in compliance with UNC rules and regulations and internal policy and procedures.
  - Prepare Advance request estimation based on the projection of expenditure in the period.
  - Check all the invoices, financial supporting documents submitted by study site staff and by partners to reconcile advance and to make financial report.
  - Collect receipts and other supporting documents of payment requisitions from project team and process payments
  - Check all the Travel Authorization and Advance Request form (TA) and Travel Reconciliation forms and other travel related documents to make sure they are in compliance with the travel guidance of UNC.
  - Ensures the efficient and effective processing of payments / accruals, receivables / receipts and reconciliation of related balance sheet accounts in accordance with

UNC's policies, donors' requirements and Vietnam Accounting Standards.

- **Financial Reporting:**
  - Key in all accounting entries by studies in Quick Books accounting software.
  - Prepare financial reports (reconciliation invoices) for each study.
  - Maintain the accounting records filing system, not limited but including soft and hard copies of documents.
- 2. Support in budget development and management
- 3. Support in partner contract management
- 4. Assist with goods and service procurement and inventory
  - Assist with procurement of goods and services and supplies for studies sites and for UNC Office;
  - Assist with purchase orders/ contracts with local external suppliers
  - Maintain and monitor to ensure the validity of all administration service contracts
  - Support with property management.
  - Update and maintain assets/ expendable inventory book
- 5. Administration and Logistics
  - Prepare official letters if required;
  - Provide administrative and logistic arrangement to meetings, training/workshops and other office events;
  - Arrange business visas for foreign experts via PACCOM when required;
  - Perform timely & proper domestic travel arrangements including transportation arrangements for staffs, experts and visitors;
  - Work with IT specialist to set up user, email, and computer/ laptops for new staff;
  - Translate the documents if needed and required.
  - Assume the responsibilities of the Admin Assistant/Officer in his/her absence;
- 6. Perform other tasks as required by Supervisor

#### **Required qualification and skills:**

- BA in Economics, Finance, Foreign language or equivalent experience in relevant fields;
- Minimum of 5-year relevant experience in office administration and accounting;
- Experience working in an international NGO, multilateral agency, or donor context preferred;
- Procurement skills and experience;
- Attention to detail;
- Team spirit, flexibility, commitment, and the belief that no task is unimportant;
- Be able and open to learn new knowledge;
- Fluent spoken and written English;
- Good computer and MS Office skills;
- Experience with Quick Books Pro accounting software is an advantage.

**Salaries and Benefits:** Competitive salary

#### **How to Apply:**

Interested candidates are invited to email a cover letter with contacts for three references and a CV to Mrs. Luong Thi My Ly at [lylm@live.unc.edu](mailto:lylm@live.unc.edu) <sup>[1]</sup> (in the subject line, please put “**Application for Admin and Finance Officer\_Full name**”), or by post to the UNC office at Room 407-408, Building A2, Van Phuc Diplomatic Compound, 298 Kim Ma street, Ba Dinh district, Hanoi no later than **12 March 2023**.

**We are sorry that only short-listed candidates will be contacted for interview.**

## Job Details

**Organisation Name:**

UNC

**Location:**

Hanoi

**Application Deadline:**

Sun, 2023-03-12

VUFO-NGO Resource Centre | Trung Tu Diplomatic Compound, 6 Dang Van Ngu, Dong Da,  
Hanoi, Vietnam | Email: [administrator@ngocentre.org.vn](mailto:administrator@ngocentre.org.vn) | Tel: +84 24 3832 8570

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