

## EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. It works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services to achieve project aims. FHI 360 is currently implementing programs to address HIV and TB prevention, testing, and treatment; combatting trafficking in persons; COVID-19; anti-microbial resistance; health system strengthening; non-communicable diseases; maternal and child health and nutrition; and diagnostic and laboratory services.

FHI 360 is seeking a qualified and motivated Vietnamese candidate to serve as a **Finance Assistant** based in **Hanoi**. The position will be a member of Finance & Operations team, providing support to FHI 360's project financial management, in compliance with FHI 360 policies and procedures, donor's rules and regulations, award requirements, and local legislations.

### **Main responsibilities:**

- Assist in the maintenance of FHI 360's accounting system and enterprise applications.
- Assist in managing sub awards, including but not limited to following up financial reports, performing initial review of supporting documents.
- Assist in project pipelines management and project financial reporting.
- Provide assistance during internal or external audits
- Perform administrative duties for the Finance and Operations team.
- Other duties as assigned.

### **Experience and abilities for the position:**

#### *Requirements*

- University degree in accounting, finance management, business administration, or related field.
- At least 2 years of finance or accounting experience, preferably for international donor-funded projects.
- Strong accounting, financial management and organizational skills and ability to prioritize.
- Prior experience in a non-governmental organization preferred
- Ability to work well with others, both internally and externally
- Good written and oral communication skills in English. Excellent written and oral communication skills in Vietnamese.
- Computer proficiency in Word, PowerPoint, Excel. Prior experience with Outlook, SharePoint, and Microsoft Teams is an advantage
- Highly responsible, organized person with attention to details

### **FHI 360 offers competitive compensation and excellent benefits.**

Interested candidates are invited to visit FHI 360's career page at <https://www.fhi360.org/careers> and apply the position ONLINE by **February 2, 2024**. Selection and interviews will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

*Only shortlisted candidates will be contacted for interviews.*