



JOB TITLE: ADMINISTRATIVE AND FINANCE MANAGER

Organization: Children of Vietnam

Location: Vietnam Office | 60 Nai Nam St., Hoa Cuong Bac Ward, Hai Chau District, Da Nang City

Position Type: Full-time

About Children of Vietnam

Children of Vietnam (COV) is a 501(c)(3) charity organization, licensed as an international non-governmental organization in Vietnam and the US.

Children of Vietnam was established in 1998 to end child poverty. We accomplished this by providing wraparound services that focus on one child, one family, and one community at a time.

Our vision is a Vietnam in which all children flourish, reach their full potential, and contribute positively to society.

Position Overview:

Children of Vietnam is seeking a dedicated Administrative and Finance Manager to join our team. The ideal candidate will play a key role in managing the administrative and financial functions of the organization, ensuring compliance with regulatory requirements, and supporting the overall success of our mission.

Responsibilities:

1. Financial Management:

- Oversee the financial operations of COV in Vietnam, including budgeting, financial planning, and reporting.
- Monitor and analyze financial performance, collaborate with the Administrative and Finance Officer in the US office to provide regular reports to the Executive Director, Vietnam Country Director, and Board of Directors.
- Collaborate with external auditors and ensure compliance with accounting standards and regulatory requirements.
- Manage accounts payable and receivable, payroll, and other financial transactions.
- Supervise all activities regarding tax, contracts, logistics, procurement, asset management as well as administration of COV in Vietnam.
- Ensure all expenditures comply with donor's requirements and COV's policies. Maintain financial system/QuickBooks Vietnam.

2. Administrative Management:

- Supervise finance and administrative staff and ensure efficient day-to-day operations.
- Develop and implement administrative policies and procedures to enhance organizational effectiveness.
- Coordinate and manage logistics for meetings, events, and programs.
- Maintain and update organizational records and databases.
- Oversee HR functions such as payroll, benefits administration, working contracts, and adherence to labor laws.

USA Headquarters

PO Box 18039
Greensboro, NC 27419
Tel: 336.235.0981

www.childrenofvietnam.org

info@childrenofvietnam.org

Vietnam Office

60 Nai Nam
Phuong Hoa Cuong Bac, Quan Hai Chau
Thanh pho Da Nang, Viet Nam
Tel: 0236.3634337



- Oversee IT infrastructure, ensure data security, and facilitate technology needs.

3. Grant Management:

- Support grant proposal development and submission, ensuring compliance with funder requirements.
- Track grant expenditures and provide timely and accurate financial reports to funders.
- Work closely with program coordinators to ensure proper financial stewardship of grant funds.

4. Compliance and Risk Management:

- Stay informed about relevant laws, regulations, and best practices in nonprofit financial management.
- Develop and implement internal controls to mitigate financial risks.
- Manage tax filing, and ensure compliance with tax regulations, and reporting requirements for nonprofit organizations.

Qualifications:

- Master's degree in Finance, Accounting, Business Administration, or a related field. An advanced degree or professional certification (e.g., CPA) is a plus.
- At least 5 years' professional experience in a comparable position with management and leadership experience.
- Proven experience in nonprofit financial management, including budgeting, grant management, and financial reporting.
- Strong organizational and leadership skills with the ability to manage and motivate a team.
- Excellent communication and interpersonal skills.
- Proficiency in financial management software (Quickbooks) and Microsoft Office Suite.
- Proficient in English, both written and verbal.
- Commitment to the mission and values of Children of Vietnam.

How to Apply:

- Interested candidates should submit the resume, cover letter, and salary expectations to info@childrenofvietnam.org or tuavvo@childrenofvietnam.org. Please include "Administrative and Finance Manager Application" in the subject line. The deadline for applications is February 16, 2024.
- Children of Vietnam is an equal-opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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