



## 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, Quang Binh and Kon Tum. We are seeking for qualified, enthusiastic, experienced Vietnamese applicants for the fulltime **Finance Officer (FO)** based in NPA Hanoi office with travels to fields, offices in provinces as work required.

### Main function:

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.

### Specific duties

#### 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

#### 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 basic.

### 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

### Benefits:

- Competitive salary
- 13th month salary allowance
- Telephone allowance
- Private medical insurance
- Annual health check
- Compulsory social insurance and Trade Union
- 35 days for Annual leave + Public holiday
- 22 days paid sick leave

### Required qualifications:

- BA in Accounting/Finance or equivalent
- At least three (3) years of experience in relevant positions.
- Experience with US government funded project is preferred
- Computer literacy – good knowledge of excel and online accounting software such as Agresso.
- 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

***By submission of job application files to NPA, the candidate agrees to Norwegian People's Aid (NPA) in Vietnam and its' projects to collect, archive and process personal data of the candidate for purpose of recruitment, personnel reports in Vietnam and/ or abroad including but not limited to the following information:***

1. All information contained in the job application file that the candidate has submitted to NPA.
2. Other supplemented information when being required during the recruitment process.
3. Be solely responsible for obtaining the consent/permission of provided referee's personal information which is contacted for reference (if required) in according to NPA recruitment process.

At any time, you can inform us of your decision to withdraw your consent for the continued use, disclosure, storage, and/or processing of your personal data for any of the purposes outlined above in written form to **Norwegian People's Aid (NPA) in Vietnam, Room 401-403, building B5, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi.**

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 is expected **from June 2024**.

**Women are encouraged to apply.**

Only short-listed candidates will be notified.

The closing date for applications is at 5pm on **25 March 2024** or may be earlier if we have qualified candidates for our recruitment requirement./.

