

## **Job announcement: Project Finance Manager**

**Post: Project Finance Manager**

**Type of contract:** Full time position

**Based in:** GRET Office in Hà Nội

**Closing date for applications:** 31<sup>st</sup> December 2024

**Language:** English required; French is an Asset

**Salary and other profit:** Based on Gret salary scale

**Contract duration:** 12 months with possibility of renewal

**Working time:** Compliance work under current regulations of GRET Vietnam

### **Gret presentation**

Website: [www.gret.org](http://www.gret.org)

Founded in 1976, GRET is a French development NGO that has been actively fighting poverty and inequalities in the field and in policy. Its professionals intervene in several subject areas (natural resources, essential services, cities and habitats, integration and employment, nutrition and health, food systems, land governance, economy and finance...) and approximately thirty countries to provide lasting, innovative solutions for fair development.

Presented in Vietnam since 1988 with a representative office in Hanoi, Gret has developed diversified forms of support in sustainable agro-rural development, community health and institutional development environmental protection - climate change adaptation, workers' rights and gender equality, energy and natural resource management. During its long-term growth in Vietnam, expertise of the technical assistants, the profound knowledge of rural context and local regulations, capacity of coordination of projects, experience of Gret in publication of references have been strength of Gret in Vietnam.

### **Context and purpose of the job**

For projects based in Asia, we are seeking for qualified, enthusiastic, experienced Vietnamese applicants for the position of full time Project Finance manager (PFM) based in Hanoi office.

This PFM will be responsible for the financial management and compliance with donors' procedures of a diversified portfolio of development projects, this during their full life cycle.

### **Job description, duties and responsibilities**

Under direct supervision of Regional Director, functional relation with HQ Financial Director and in cooperation with Asian Country Representative Offices' operational teams, the PFM is responsible for:

- Co-developing budgets in proposals.
- Setting up and ensuring financial management of projects.

- Producing donor financial reports and ensuring the control and audit of all financial activities within a project
- Ensuring annual financial closure of field projects.
- Providing support to skill development in the administrative and financial management of projects.

**Required qualifications**

- Vietnamese nationality
- Bachelor's degree in accounting or financial management from a recognized University
- At least 5 years of professional experience related to project financial management and analysis.
- Good knowledge of donors and development project procedures (EU, AFD, etc.)
- Experience of support and technical assistance in support of operational teams.
- Experience in accounting and management control, especially in using Microsoft Excel and online accounting software (Gret uses Sage 1000)
- Ability to adapt, good interpersonal skills, interest in teamwork and in an intercultural context.
- Good capacity for analysis, writing and synthesis.
- Autonomy and initiative.
- English required (oral and written), French is an asset
- Must pass written exam in English on excel and financial management skill

**Positioning within the organization:**

- Under the hierarchical authority of the Regional Director of Gret in Southeast Asia.
- Under the functional authority of the Administrative and Financial Director at Gret Headquarters

This job involves various trips in the region as well as to the headquarters of our association in France

GRET is committed to people with disabilities and actively fights against all forms of discrimination. This offer is open to all people with the desired profile.

Interested candidates should email a covering letter and a CV to Gret representative of-  
fice [gret.vietnam@gret.org](mailto:gret.vietnam@gret.org) and to [bienfait@gret.org](mailto:bienfait@gret.org) with the title of email:

**Project Finance Manager + Name of Candidate**

Only short-listed candidates will be contacted for an interview