

JOB DESCRIPTION

Administrative and Finance Officer

PE&D, founded in 1984, is a French NGO implementing projects centered on the child, the family, and the community, by paying special attention to women and girls. In its 6 countries of intervention (Cambodia, Vietnam, Nepal, Burkina Faso, India and France), PE&D is, today, recognized for its experience in social work, protection against violence, vocational training, early childhood education and maternal and infant health. Present in Vietnam since 1992, PE&D has implemented education projects for more than 15 years with minority ethnic groups in the North then settled in the South to work on issues of urban poverty.

GENERAL INFORMATION

Duty workplace: HCMC

Reporting to: Country Director

Work duration: 5 days/week

Purpose:

Under the direct supervision of PE&D Country Director and the technical support of the Asia Finance manager, **the administrative and finance officer** is responsible for PE&D accounting in Vietnam (and its projects) and for the good management of all banks and petty cash accounts.

She/He guarantees the respect of PE&D internal and financial regulations, as well as donor's procedures and Vietnamese law. The good application of PE&D procurement rules are part of her/his responsibilities.

She/He is also responsible for administration and Human resources in Vietnam including the update of all relevant administrative, financial and HR documents for PE&D Vietnam.

She/He works in close collaboration with implementing partner's accountant and finance managers concerning accounting, administration and building their capacities if needed.

She/He works in close collaboration with PE&D project managers to ensure the good financial implementation of their projects.

REQUIREMENTS

The Administrative and Finance Officer completes the PSEA on sexual exploitation

The Administrative and Finance Officer ensures compliance at all times with the International Convention on the Rights of the Child

The Administrative and Finance Officer always acts in the best interests of children and their families

The Administrative and Finance Officer will have to ensure the integrity and confidentiality of the information provided by beneficiaries

The Administrative and Finance Officer respects closely the method and procedures of the project

The Administrative and Finance Officer complies with internal regulations of the organization

The Administrative and Finance Officer ensures the integrity and confidentiality of all information. The Administrative and Finance Officer is the financial interlocutor for partners Admin/Finance officer.

SPECIFIC RESPONSIBILITIES

1. Finance and budget management

- Implement financial procedures in line with organizational requirements and deadlines.
- Check all receipts and supporting documents, including those from PE&D partners, for inclusion in the PE&D accounting system; control the compliance of all the justifications and checks the

good allocation of expenditures (finance and accounts lines and other codification) according to the budget costs table

- Record all financial transactions timely and accurately, adhering to organizational and donor requirements.
- Send consolidated accounting by books to the Asia Finance Manager monthly (included partners).
- Produce accurate financial reports to meet deadlines and procedural standards.
- Draft timely and accurate monthly, quarterly, and annual funds advance requests for Headquarters, based on Project Managers' information and reviewed by the Country Director.
- Responsible for the office petty cash account and commercial bank accounts according to PE&D guidelines to ensure sufficient field funds for programs and projects.
- Manage daily and monthly reconciliations of bank and cash accounts; check PE&D partners' reconciliations for accuracy as well
- Oversee all financial transactions and advances to PE&D staff and consultants, ensuring alignment with approved monthly expense forecasts.
- Maintain an organized filing system for all financial documents, ensuring confidentiality and security of financial and employee records.
- Participate in the development of global budgets for new project proposals submitted to Headquarters and donors.
- Responsible for the Financial Audits in Vietnam

2. Administration and Logistics

- Support the writing of official letters/communication
- Organize and control the purchasing and supply procedures (quotations, negotiation with suppliers, etc.).
- Draft and track Contracts with Suppliers for office when needed
- Support project managers for drafting services contracts if needed
- Responsible for travel and accommodation booking upon request.
- Be in charge of the office communication (email, postal mail, telephone operator, receiving guests, etc.).
- Procure and ensure the adequate supply of office supplies; update list of inventories.
- Be responsible for the screening of the staff, suppliers and partner's board members

3. Human Resources

- Support the staff recruitment process in placing vacancy announcements in local newspapers/websites and circulate to other organizations to reach as many applicants as possible; including Fosco procedures.
- Participate in the Recruitment Process for Local NGO Staff.
- Draft Employment Contracts and Amendments.
- Prepare Salary Payments (Salary, IUTS, CNSS).
- Maintain and Organize Individual Staff Files.
- Monitor staff timesheets and ensure timely payroll processing for monthly salary payments.
- Monitor and Document Leave and Absence Requests.

4. Project Office's Operation Management

- Be responsible for all the office: relations with landlords (rental contract), apartment (gate cards, management fee, water and parking cost, security procedure), and electricity supplier.
- Manage the procurement and maintenance of office premises and equipment, including IT (maintain inventory; files; monitor and order office supplies...).
- Responsible for supervising staff in charge of office cleaning and maintenance.
- Follow the communication with Vietnamese authorities regarding the office authorization.
- Work with PACCOM in requesting the updated registration of the Project Office when required, especially when there is a new project with a scope beyond the current implementing scope of PE&D in Vietnam.
- Prepare annual reports on performance, implementation, and disbursement of PE&D's projects for submission to PACCOM and HUFO.

- Receive visits from City Police Officers and answer any questions (if any) on the operation of PE&D in Vietnam.
- Work with DOLISA/Fosco Service in obtaining work permit exemptions for the Country Director/Project Coordinator and other staff if required.
- Initiate and oversee the necessary procedures to obtain visas for expatriate staff, international consultants, visitors, and Headquarters staff; redundant, it is mentioned in operation below.
- Work with PACCOM in supporting the process to obtain visas for expatriates.

5. Other Duties

- Perform any specific yearly work objectives/assignments as discussed with the Country Director.
- Participate in team meetings.
- Perform other related duties as required.

REQUIREMENTS

1. Degree (any of the following)

Minimum Bachelor + 4 in accounting

2. Experience

- Experience in human resources and logistics management
- At least three years of professional experience in an INGO in a similar position

3. Skills

- Excellent command of English, both written and spoken
- Excellent communication skills
- Excellent team work ability
- Ability to work with local authorities and local partners
- Well organized
- Self-discipline
- High responsibility
- Accountability

Benefits:

Salary, welfare and work-related benefits will be discussed in the interview and be commensurate with the candidate's experience & qualifications.

Submission Deadline

Interested candidates should apply by sending their CV, motivation letter and 2 references to:

Julia LEVIVIER, Country Director: julia.levivier@planete-eed.org and

Emilie Deschaseaux, Asia Finance Manager: asiafinofficer@planete-eed.org

Applications must be submitted by November 27, 2024, only shortlisted candidates would be contacted for interviews.