

TERMS OF REFERENCE – Field Accountant

Job Title: Field Accountant (National position)

Duration: 1 year contract with possibility for extension

Reports to: Operations Manager

Position Location: Yen Bai city, Yen Bai province, Vietnam

SUMMARY OF PROJECT

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is funded by Global Affairs Canada (GAC) in Vietnam and is being implemented by Cowater International in the province of Yen Bai in northern Vietnam. The Project aims to improve the socio-economic well-being of ethnic minority women (EMW) working in the agricultural sector by elevating their economic status, inclusion in leadership, and agency through the promotion of inclusive business and clean growth. The Project will implement a series of interventions designed to strengthen the performance of EMW-led MSMEs, cooperatives, and producers in the agri-food sector. The primary beneficiaries are EMW living in the province of Yen Bai.

The Project is scheduled to run for a duration of six years from 2023 until 2029. It will respond to critical skill gaps, knowledge gaps, and incentivize innovation and adoption of agriculture resilience and clean growth, including Renewable Energy (RE) and Energy Efficient (EE) solutions among EMW led agri-food businesses.

SUMMARY OF POSITION

The Field Accountant will work closely and report to the Finance & Grant Officer to receive advances for the project's expenses, implement the expenditure, collect the receipts and supporting documents required, monitor the grants reimbursement and provide support for internal audit when required.

PRINCIPAL RESPONSIBILITIES

Accounting and Book-keeping:

- Ensure daily maintenance of the financial journal and daily entry of financial transactions into the accounting system;
- Review invoices to all transactions and check that all supporting documentations are properly filed;
- Check, inspect, organize and maintain the financial records of the program - maintain files for all transactions, ensuring that copies of all vouchers for the financial transactions are orderly filed (both in electronic and hard copies) and have all the required supporting documents attached, in order to support internal and external reviews and audits;
- Ensure tracking of milestone payments to service providers;

Grants management:

- Support to review receipts and its supporting documents of the grant's expense;
- Support to review payment requests and process payments/instalments for grants;

Internal control, audit and compliance

- Assist in the monitoring of the financial management and accounting system, including fraud control and audit procedures as well as the financial management of provincial offices;
- Support to respond to financial audits – including preparation of supporting schedules and information, consolidated reports, and documentation.
- Support to oversee all services related to the tendering, contracting, contract supervision, contract monitoring and financial management of activities identified in the annual plan; and

Others:

- Respond to all queries relating to local procurement and payments;
- Provide other support to team as needed.

REQUIREMENTS**Education:**

- College degree in finance, accounting or another relevant discipline;

Experience & essential skills:

- At least 2 years experience in the related field;
- Experience working with donor organizations such as GAC, EU, DFID, DFAT, etc.
- Good understanding of international assistance funding, and related procurement, grant and project management procedures;
- Ability to work under pressure and manage competing priorities within a dynamic environment;
- Able to communicate in English (verbal and written) as an advantage.

APPLICATION PROCESS

Candidates are encouraged to apply no later than **17.00, 16 December 2024**. We thank all applicants, however, only the shortlist will be contacted.

Interested candidates are invited to send an application to recruitment@sprint-vietnam.com . Please indicate in the subject **“SPRINT – Field Accountant – Fullname”**

Applications must include:

- A cover letter responding to the selection criteria.
- A Curriculum Vitae.
- Contact details of three referees.

Cowater is an equal opportunity employer. Women, people with a disability, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.