

JOB DESCRIPTION

Job Title : Accountant
Project : Vietnam Action Against Plastic Pollution (VnAAPP) project funded by USAID
Reports to : Operations and Finance Director
Location : Hanoi City, Vietnam

Chemonics International Inc. is USAID's implementing partner on Vietnam Action Against Plastic Pollution (VnAAPP) Project. The Project is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source to prevent plastic pollution in our oceans.

PROJECT OBJECTIVES

The three main objectives of the Activity are: (i) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM), (ii) supporting scalable, demonstrated Single-Use Plastic Products (SUP) reduction measures, and (iii) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR).

The Ministry of Natural Resources and Environment (MONRE) has formally approved the Project Document for the Vietnam Action Against Plastic Pollution (VnAAPP) Activity through Decision No. 2910/QĐ-BTNMT, which was issued on September 11, 2024, marking a significant step in the nation's efforts and commitment to addressing plastic pollution.

POSITION DESCRIPTION

VnAAPP seeks to hire a full-time Accountant. The Accountant will assist the Operations and Finance Director to ensure the smooth financial and accounting operations of the activity. The Accountant will manage the financial activities of the Activity; adhere to Chemonics policies and procedures and USAID rules and regulations; and ensure that incurred costs are allowable, allocable, and reasonable in accordance with USAID cost principles and Chemonics policies and procedures. He/she will report directly to the Operations and Finance Director. Furthermore, the employee is responsible for the following principal duties and responsibilities:

KEY TASKS/RESPONSIBILITIES

- Assist in all aspects of field office project accounting and financial management.
- Oversee the processing of all transactions according to standard accounting principles and Chemonics' field office accounting procedures. Review supporting documents and

transactions to ensure accuracy, completeness, and compliance with Chemonics policies and procedures and USAID regulations.

- Prepare and appropriately document journal entries, payment requests, and general ledger reconciliations.
- Prepare procurement payments, ensuring all supporting documentation and approvals are accurate and in line with client and Chemonics policies, procedures, and regulations.
- Review and ensure proper authorization and approval and timely processing of payments/reimbursement requests for employees/suppliers/vendors.
- Oversee monthly reconciliation between field office accounting systems (ABACUS) and bank statements; reconcile accounts payable, accounts receivable, bank accounts, and petty cash.
- Submit recommendations for standard exchange rate to home office every month.
- Review financial reporting using Chemonics ABACUS system, including monthly accrual/projection spreadsheets, and ensure timely submission to the Head Office (HO). Prepare and/or review ad hoc analysis and reporting as needed including analysis of financial reports relative to budget and monthly forecasting.
- Prepare the monthly wire transfer requests to the Chemonics Washington PMU and manage local bank accounts to ensure sufficient availability of funds for program needs.
- Ensure that appropriate mechanisms, procedures, and systems are in place to maintain internal controls as well as maintaining proper safeguards of funds and compliance with established USAID and Chemonics financial and accounting procedures.
- Provide support to the overall management of all financial transactions related to VAAPP's grantees/subawards.
- Ensure the maintenance of proper accounting documentation and facilitate provision of information and documentation during audits.
- Support payroll processing each month and prepare salary receipt/payroll forms, withholdings, and employer contributions as required.
- Liaise with Vietnamese income tax authority and remit employee withholdings on a monthly basis as required.
- Prepare annual Taxes reports and VAT refund requests for submission to USAID and Hanoi Tax department respectively.
- Support the Operations and Finance Director in managing progress against project financial budgeting and expenditure.
- Review expense reports and petty cash transactions replenishments.
- Any other task assigned by the Operations and Finance Director.

QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration, or relevant field required.
- Minimum 4 years of working experience as an accountant on USAID-funded or other international donor experience required.
- Demonstrated ability to work productively within a team.
- Possess excellent organizational and multi-tasking skills.

- Excellent interpersonal and communications skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment.
- Computer skills including a strong knowledge of Microsoft Excel, Word and Office applications.
- Fluency in Vietnamese and English.

APPLICATION PROCESS

- The closing date for applications is **January 12, 2025**.
- Apply here:
 - To apply, please combine your CV and a one-page cover letter (briefly outlining your qualifications and motivation for applying) into a single PDF file and submit it via the email address: **Vnaapp-recruitment@chemonics.com**.
 - Selection will be performed on a rolling basis and interested candidates are encouraged to apply as soon as possible.
 - Only shortlisted candidates will be contacted to participate in the written entrance test. Interviews will be scheduled exclusively for those who successfully pass the written entrance test.
 - Please refrain from making phone calls or visiting in person.
- Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.