



Vacancy announcement
Internal Control Advisor

Vietnam

Deadline for applications: 14 January 2025

VVOB is an international non-profit organisation with programmes and projects in ten countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for an **internal control advisor** who will operate from our **office in Vietnam**. Do you want to take on this challenge? Then continue reading!

Result areas of the Internal Control Advisor

The Internal Control Advisor reports to the Finance Director and is part of the Finance Department. You will work closely with colleagues in the Finance Department as well as with other departments at HQ. Additionally, you will collaborate with our country teams to support their processes and ensure alignment with VVOB policies.



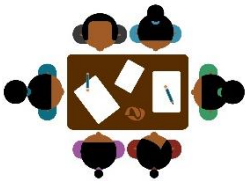
You will:

- **Process Evaluation:** Describe, document, and evaluate activities and processes to identify areas for improvement;
- **System Implementation:** Contribute to the implementation and monitoring of the internal control system;
- **Risk Management:** Identify risks, track mitigation measures, and conduct effectiveness analyses;
- **Reporting & Advising:** Prepare detailed reports with recommendations and provide professional advice;
- **Change Monitoring:** Follow up on the implementation of change initiatives and monitor progress toward set targets.

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

If you're our Internal Control Advisor, your workweek at the office will include the following highlights:



You review various internal processes to ensure they comply with VVOB's internal control framework and guidelines. This involves analysing transactions, identifying risks, and verifying documentation to ensure consistency and compliance.



A new colleague joins the finance team. The Global Director of Finance has asked you to provide an induction to familiarize the new team member with VVOB's internal control policies, risk management practices, and standard operating procedures.



Weekly team meetings are an essential moment to align with your colleagues on the latest updates from the country offices and provide input on improving operational processes. You take this time to share insights from recent control reviews and discuss progress on follow-up actions.

Lunch! An excellent opportunity to have an informal exchange with other VVOB colleagues and learn more about ongoing projects in the field.



The Global Director of Finance informs you about an upcoming audit. You prepare by coordinating with relevant departments to ensure proper documentation is in place and by scheduling preliminary review meetings to address any potential gaps in processes.

Who are you?

You are a motivated and analytical professional with a passion for improving organizational processes and mitigating risks. You thrive in a collaborative environment, enjoy working across teams, and have a sharp eye for detail. Your expertise allows you to evaluate processes critically, propose improvements, and ensure they align with the organization's values and goals. You are proactive, communicative, and solution-oriented, making you a trusted advisor within the team.

Your expertise and experience

- A master's degree in finance, business administration, or another relevant field;
- 5 to 7 years of experience in internal control/audit. Previous external audit experience is a strong plus;
- Proven ability to analyse and evaluate processes, identify risks, and propose practical solutions;
- Strong communication skills, enabling you to interact effectively with colleagues across departments and regions;
- Demonstrated expertise in implementing and monitoring internal control systems;
- Excellent computer skills, with proficiency in MS Office and a strong affinity for ERP systems;
- Fluent in English (written and spoken). Additional language skills are a bonus;
- Highly organized, adaptable, and capable of managing change trajectories and process improvements;
- Strong problem-solving and critical-thinking skills, combined with a results-oriented mindset.

Location: The exact locations are to be confirmed, but they may include Da Nang or Ha Noi.

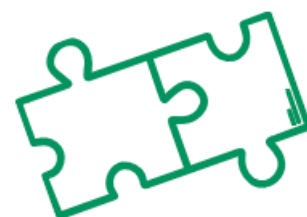
Matching competences

VVOB core competences:

- Results and goal oriented
- Lifelong learning and improvement
- Cooperation within a team and with other stakeholders

Function specific competencies:

- Agility
- Planning & Organization
- 360 Empathy
- Communication Skills
- Problem Analysis & Judgement



What we're offering:

- A meaningful role in a global organization: Contribute to quality education worldwide, supporting teams and processes that make a real difference;
- Professional development opportunities: Access to tailored training, workshops, and learning opportunities to grow your skills and advance your career;
- An inspiring and collaborative work environment: Join a dedicated and international team aligned with VVOB's mission and values;
- Competitive salary and benefits: A package that reflects the responsibilities and international nature of the position.

Join us:

As of February 2025



What's next?

Your motivation letter detailing your match with the profile as well as your motivation behind applying for the vacancy and a detailed CV are expected no later than 14 January 2025. Please use the webform to apply for this vacancy: [Link to webform]

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability. If you require reasonable accommodation including disability accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to recruitment@vjob.org.

Is this not exactly the job you are looking for? Please have a look at our other vacancies at: <https://www.vjob.org/en/vacancies>.



Julien Dillensplein 1
bus 2A

1060 Brussels

Belgium

www.vjob.org

T • +32 (0)2 209 07 99

E • info@vjob.org



VVOB



@VVOBvzw



VVOB vzw