



## **TERMS OF REFERENCE – Finance & Grant Officer**

**Work location: Ha Noi, with travel to provinces**  
**Contract: 1 year with possibility of extension.**

### **SUMMARY OF PROJECT**

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Program is a flagship initiative of Global Affairs Canada and will be implemented by Cowater International Inc. in the province of Yen Bai in northern Vietnam. The Program aims to improve the socio-economic well being of ethnic minority women working in the agricultural sector by elevating their economic status, leadership and agency including through the promotion of clean growth. The program will implement a series of interventions designed to strengthen the performance of EMW led MSMEs, cooperatives and producer groups in select value chains. The primary beneficiaries are women living in the province of Yen Bai, while an overarching emphasis is placed on the inclusion of women from ethnic minority communities.

The Program is scheduled to run for a duration of 6 years from 2023 till 2029. It will respond to critical skills and knowledge gaps and incentivize the innovation and adoption of clean growth, including Renewable Energy (RE) and Energy Efficient (EE) solutions among EMW led businesses.

### **SUMMARY OF POSITION**

The Finance & Grant Officer will report to and work closely with the Operations Manager to process and manage project expenditures, bank reconciliations, grant reimbursements, payment requests, taxes, payroll, and related reports. The role ensures financial accuracy, timely payments and compliance with the procedures outlined in the SPRINT Operations Manual and Cowater's financial systems.

The Finance & Grant Officer will also supervise the Admin. and Operations Officer (petty cash management) and the Field Accountant (project expenditures).

### **PRINCIPAL RESPONSIBILITIES**

#### **Overall Planning and Budgeting:**

- Support the development, monitoring and updating of annual budgets, commitments and expenditures;
- Support the Operations Manager in ensuring that the annual Budgets, Grants and expenditures are aligned with the approved Annual Work Plans;

#### **Accounting and Book-keeping:**

- Establish and properly maintain the finance and account systems of the program in accordance with SPRINT's Operations Manual and Cowater's accounting and financial rules and procedures;
- Review invoices to all transactions and check that all supporting documentations are properly filed;
- Ensure the expenditure of the program's funds are made in accordance with the approved AWP and are recorded to the correct budget lines;
- 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;
- Manage the Due Diligence process for partners and beneficiaries;



- Ensure daily maintenance of the financial journal and daily entry of financial transactions into the accounting system;

#### **Grants management:**

- Review and verify the budget proposals;
- Provide training/guidance to grantees on expenditure, receipts collecting and preparing financial reports in accordance with SPRINT and Cowater's financial regulations.
- Review and verify financial reports submitted by the grantees;
- Review payment requests and process payments/instalments for grants;

#### **Reporting**

- Process year-end and month-end reconciliations;
- Monitor the spending of the budget and actual monthly cash flows and ensure adequate follow ups;
- Prepare monthly financial reports in the standard format(s) required by SPRINT and Cowater and submit the reports to the Operations Manager before the deadlines;
- Provide quality checking of financial reports.

#### **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;
- Respond to financial audits – including preparation of supporting schedules and information, consolidated reports, and documentation;
- Support the Operations Manager in putting in place an Standard Operating Procedures;
- Support the Cowater Contractor Representative and the Operations Manager in performing procedures project bank accounts;
- Oversee all services related to the tendering, contracting, contract supervision, contract monitoring and financial management of activities identified in the annual plan.

#### **Others:**

- Respond to all queries relating to payments;
- Manage program bank account and maintain the relationship with bank;
- Be responsible for Personal Income Tax reports to Tax Department as required by law and for VAT refund procedures;
- Work with local Department of Social Insurance, Health Insurance and Unemployment Insurance for project staffs
- Provide other support to Operations team as needed

## **REQUIREMENTS**

#### **Education:**

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

#### **Experience & essential skills:**

- At least 5 years experience in the related field;
- Experience working with donor organizations such as GAC, EU, USAID, DFID, DFAT, and the World Bank, etc.
- Strong 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;
- Excellent written and oral communication skills in English.



## **APPLICATION PROCESS**

Candidates are encouraged to apply no later than **17.00, March 5<sup>th</sup>, 2025**. We thank all applicants, however, only the shortlist will be contacted.

Interested candidates are invited to send an application to [Recruitment@sprint-vietnam.com](mailto:Recruitment@sprint-vietnam.com). Please indicate in the subject **"SPRINT – Finance & Grant Officer – 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.**