



JOB DESCRIPTION

Position	Accountant
Team	Finance Department
Status	Full time with flexible hours when need arises
Location	Hanoi, with some travel to the provinces as needed
Last updated	March 2025

Job Purpose

To ensure Blue Dragon has exceptional accounting services and procedures to support great people.

Job Context

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

The Finance Department, under the leadership of the Chief Accountant, manages the entire financial and reporting system of the organisation. The Finance Department supports the entire program and other affiliated departments to provide accurate reporting of revenues and expenses, financial reporting to sponsors, and audit support to ensure revenues expenses are recorded accurately. Blue Dragon's reputation depends on transparency in its operations, and the Finance department is an integral part of maintaining the integrity of the organisation.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

Key Objectives

- Uphold Blue Dragon's mission and values
- Ensure that Blue Dragon's financial management system is running smoothly to support the organisation.
- Ensure financial management follows Blue Dragon's policy and procedures.
- Support the finance department to provide the best possible services to Blue Dragon staff.
- Ensure teams can fulfil financial requirements of their work with children, partners and donors.

Main Responsibilities

The position responsibilities will be negotiated with the Chief Accountant, and are expected to include:

Bookkeeping/Accounting

- Mainly responsible for checking financial paperwork of all non-Hanoi programs;
- Manage Quickbooks input for all non-Hanoi based programs;
- Check all the contracts are sent by the programs;
- Submit tax declarations and tax payments as required;
- Backup for other team members during their absence.

Reporting

- Responsible for providing monthly finance reports to Program Managers;
- Export and adjust data as requested;
- Check the annual auditing report.

Spot check

- Export data and provide documents as requested;
- Assist the Compliance Leader in conducting spot checks for programs and departments.

Donor Support

- Support the Communications and Fundraising team to provide financial reports to donors: manage donor receipts, provide documents as requested.

Support to Blue Dragon staff

- Assist staff in preparing advances and expense disbursement;
- Respond to financial queries from staff;
- Provide helpful support to staff in ensuring they understand financial procedures and policies;
- Provide support to the Chief Accountant on staff training in financial issues;
- Support in preparing required documents for audits;
- Other duties as required to assist the Chief Accountant.

Support

The Accountant supports staff across the organisation, and is supported by the Chief Accountant.

Key Selection Criteria

Essential

- Relevant tertiary experience in Accounting and financial management
- At least 2 experience years as an Accountant with similar duties
- Familiarity with Social Insurance regulations and Tax
- High-level proficiency in MS Excel
- Proven communication skills, both written and oral, in both English and Vietnamese
- Ability to work effectively as part of a team
- Proven passion and enthusiasm for working in an organisation that assists disadvantaged young people

- Ability to work flexible hours during peak times
- A friendly and helpful manner, with a servant leader mentality
- Intermediate level of written and spoken English

Desirable

- Experience working in an international NGO