

Job Description

Job Title:	Operations Assistant (Finance – Compliance)		OA
Reports to:	Manager, Finance Compliance (Internal)	Grade:	FIN-01
Financial Approval Responsibilities	No	Direct Reports:	None
Location:	Head office with travels to the field and internationally as required		
Full time job:	Yes		
Key Relationships to reach solutions:	Internal: PRG, EDO, OPN, FIN External: ActionAid Vietnam’s Partners		

Role Overview

Operations Assistant provides financial support to ensure the accuracy and compliance of financial transactions within ActionAid Vietnam. Key responsibilities include reviewing expense claims and fund transfer requests, preparing weekly payment processes, maintaining accurate financial records, and filing documents according to AAV guidelines.

The position supports all bank and cash transactions, including bank book updates and reconciliations. Additionally, the role is required to provide essential support during internal and external audits, prepare data for financial reporting, contributing to the overall efficiency and integrity of the finance department.

All finance activities are well supported to Manager, Finance Compliance (Internal) as well as other departments/staff/strategic partner of AAV.

Actively works within assigned tasks

Role Accountabilities

[1] Compliance

- a. Review and verify expense claims and fund transfer requests to ensure full compliance with ActionAid Vietnam’s requirements.
- b. Prepare weekly payment processes and assist with the accurate input of accounting data into finance and accounting systems.
- c. Maintain organized filing of financial documents in accordance with ActionAid Vietnam’s guidelines and templates.
- d. Support bank and cash transaction-related matters.
- e. Update bank books on a weekly basis and perform monthly reconciliations with bank statements.
- f. Provide timely and effective support to internal and external audits.

[2] Analysis

- g. Prepare financial data to support the development of quarterly, biannual, and annual financial reports for ActionAid Vietnam.

[3] Development

- h. Participates in National’s budget & Plan process when required
- i. Support MFC in developing interactive training materials on finance management for new starters and non-finance staff

[4] Corporate Responsibilities

Job Description

- j. Financial support to AFV is ensured for the implementation of joint works between AAV and AFV.
- k. Other tasks as assigned by line manager are well performed.

Person Specification

Education & Certifications

- University degree on business administration, economic, finance, accounting or relevant fields

Experience

- Working experience in development works is preferable. Experience on accounting and financial management for development projects and/or NGOs would be an advantage.

Essential knowledge and skills

- Administrative and financial knowledge and skills
- Report writing skills
- High competency in Microsoft Office

Others

- Adherence to: Human Rights Based Approach
- Poverty and injustice eradication
- Gender equality

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility and AAV PROFILE (Accountability, Adaptation, Value, Partnership, Respect, Obtain to innovation, Fairness and Justice, Integrity, Leadership without authority, Expert).

Prepared by
Line Manager

Signature

Date:

Reviewed by
HR Department

Signature

Date:

Reviewed by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: