



## RECRUITMENT ANNOUNCEMENT

### Senior Finance Officer

ICEM – International Centre for Environmental Management is an award-winning independent technical service centre that assists the government, private sector and communities in defining and implementing policies for sustainable development. Established in Australia in 1999, ICEM has its regional headquarters in Hanoi and is staffed by full-time international and national technical and administrative personnel.

ICEM works in Asia and the Pacific and focuses on climate change, water resources management, disaster risk reduction, renewable energy, environmental assessment, environmental economics, nature-based solutions and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is now seeking to employ a **Senior Finance Officer** based in Hanoi, Vietnam, on a two-year renewable contract. The ICEM Senior Finance Officer is responsible for the accounting and financial management of assigned projects. This role entails preparing and recording payment vouchers for project-related expenses, working collaboratively with the Project Coordinator and Project Manager in day-to-day project financial management, and consulting with the Finance Manager and Deputy Finance Manager for guidance and instructions.

#### ***Responsibilities***

- Process day-to-day payments for all project expenditures in compliance with ICEM policy and procedures as well as donor rules and regulations.
- Review and verify the correctness of payment requests, including supporting documents in line with internal policies and procedures
- Prepare journal entries and accurately and appropriately record the financial transactions into the accounting system
- Maintain financial records in compliance with internal policies and procedures
- Perform preliminary review of various contracts (procurement, services, workshop contracts, etc.) with regards to the accuracy of figures, dates, delivery terms, payment terms and other information of the contracts to ensure compliance with guidelines and regulations
- Prepare monthly, quarter payment for Social Insurance, Taxes (PIT, VAT) and regular tax declaration, tax refunds, finalization and examination.
- Participate in procurement process: review Request for Quotations, evaluate quotations received, and prepare financial evaluations.
- Monitor and report on the financial income and expenditure of ICEM projects
- Prepare periodically financial reports to donors for further review by the Finance Manager
- Prepare cost estimate for missions, events, project budget forecasting and budget monitoring
- Provide support in preparation of budgets for proposals and grants
- Provide support in preparing project annual financial statements
- Assist the Finance Manager with the preparation and coordination of the audit process
- Liaison with the bank and government agencies on related issues
- Assist the Finance Manager in implementing and maintaining ICEM internal control system and procedures
- Undertake other duties as may be reasonably assigned by the Director Operations or Finance Manager



### **Qualifications**

- A minimum of bachelor's degree in accounting and finance
- At least seven years of professional experience in accounting, finance in international projects (working experience in accountant position of ODA projects is a plus)
- Advanced proficiency in finance and accounting software
- In-depth knowledge and experience in accounting, tax and insurance
- Strong experience in budgeting and contract review
- Experience in tax refund, tax finalization, project procurement for WB, ADB, FAO funded projects is preferred.
- Good spoken and written English
- Proficient use of MS offices and accounting software
- Ability to work independently and efficiently, with strong teamwork skills
- Strong analytical skills and results-oriented, honest and meticulous attention to detail
- Good communication and coordination skills, capable of working closely with program staff and other departments

Applicants should be fluent in English with proven technical writing and presentation skills.

To apply, interested applicants should send a cover memo and updated CV with contact details of two references to ICEM at Nguyen Thu Phuong ([admin@icem.com.au](mailto:admin@icem.com.au)). For more information about ICEM, visit [www.icem.com.au](http://www.icem.com.au)

Applications close on 20 April 2025.