



JOB DESCRIPTION

Job title	Finance & Admin Assistant	Office	Hanoi, Vietnam
Type of employment	Full time (1-year contract with a probability of extending)	Department	Finance & Admin
Gross salary	10,000,000 VND – 13,860,000 VND	Reports to	Finance & Admin Manager
Background	<p>Aide et Action (AEA) International officially becomes Action Education (AE) International in 2023. AEA (AE) is an international non-governmental organisation working in more than 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. We believe in the universal right to a quality education and for 40 years, have based our interventions around this ethos.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: AEA (AE) ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA (AE)’s staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2001 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education.</p>		
Position Overview	This position is to support Finance & Admin Team in managing daily works.		
Core Accountabilities			
Duties & Responsibilities:			
<ul style="list-style-type: none">Day-to-day office management<ul style="list-style-type: none">Perform general administrative tasks to include but not limited to: translating, photocopying, faxing, filing, receiving and making phone calls, coordinating in- and outgoing mailMaintain stock of office suppliesPerform financial & administrative tasks of the office.			

- Pay the office expenses, such as: renting fee, telephone fee etc.
 - Assist in preparation of budgets.
 - Assist in financial reports routinely.
 - Assist in requests for installments from the Head Office
 - Process incoming bills and outgoing checks
 - Maintain financial files and records.
 - Ensure the financial monitoring figures are regularly updated and accurate.
- **Assist in the financial management of all AEA projects in Vietnam.**
 - Assist the project officer in preparing budgets.
 - Assist the project officer in financial planning and reporting.
 - Assist in checking financial reports from the projects.
 - Perform controls in the financial administration of the projects.
- **Support activities contributing to the progress of the AEA supported projects.**
 - Assist in proposal- and report formatting.
 - Assist in purchasing equipment and instruments including asking quotes from suppliers and distribution to project partners.
 - Coordinate the production of printed materials needed for the projects; manuals, workbooks, translated materials etc
 - Organize travel arrangements (international and domestic) for national and international visitors, including itineraries, visas, transportation, accommodation etc.
 - Organize logistics of workshops and trainings, including training material, transportation, accommodation etc.
 - When necessary, travel within and/or outside Vietnam if required by the organization

Team Contribution:

- 👥 Constructively contribute and collaborate with all colleagues to achieve the organizational goals.
- 👥 Deliver high quality work that provides a conducive environment to our operating environment; and
- 👥 Comply with all legislations and the organization's policies and procedures.

Values and Behavior

<p>👤 Promote and be a role model to support organizational culture, growth, performance and image.</p> <p>👤 Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); and</p> <p>👤 Actively demonstrate the organizational values:</p> <ul style="list-style-type: none"> ○ Dignity ○ Inclusion ○ Integrity ○ Solidarity ○ Transparency and Accountability 	
Criteria	
Qualification	👤 University degree in accounting, finance administration, or a related field.
Experiences	👤 At least 01 year working experience in Finance and Admin Assistant position.
Core Competency	<p>👤 Good organization, communication skills.</p> <p>👤 Ability to learn quickly and respond to multiple demand.</p> <p>👤 Computer literate with strong computer skills in MS Office, ability in graphic designing is an asset.</p> <p>👤 Good written and oral communication in both Vietnamese and English.</p> <p>👤 Ability to work with confidential financial information.</p> <p>👤 Working with People: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.</p> <p>👤 Drive for Results: Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm.</p> <p>👤 Child Protection: Perform the highest standard to ensure child safeguarding in according with our Child Protection Policy.</p>

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV together with a cover letter to the following address: hr.vietnam@action-education.org with the subject title **[AEA (AE)-F&A Assistant] Candidate Name**.

Application Deadline: 20th June 2025 (The recruitment process may end sooner if we find the suitable candidates).

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion.