

Job opportunity: Finance Manager

Organisational profile

The Fred Hollows Foundation in Vietnam is the country's leading eye care NGO. We support the goals of VISION 2020 to eradicate avoidable blindness by 2020, and are committed to working with partners to bring about change that is sustainable and reaches even the most vulnerable communities.

Position type

Full time- long term contract as negotiated

Job Summary

This is a senior position with responsibility for overseeing the development and implementation of effective financial management and accounting policies, processes and systems for FHF Vietnam.

Main Responsibilities:

- Development and implementation of the financial management and accounting systems, financial policies and procedures
- Management Accounting and Reporting
- Budget Preparation
- Monitoring regulatory environment and Statutory Financial Statements
- Developing Staff Capacities
- Other Duties

Knowledge, Skills and Attitude Required:

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- A recognised professional accounting qualification - at least CPA or equivalent.
- Minimum of 8 to 10 years professional work experience (post Qualification), ideally in an NGO environment with exposure to the financial management of complex programs and projects.

- High level of computer literacy with sound knowledge of financial accounting software and spreadsheet packages. Ideally will have prior experience working with Sun Systems.
- Very strong ability to analyse, interpret and communicate financial information.
- Sound knowledge of current legislation and regulatory requirements relevant to INGOs in Vietnam.
- Strong leadership ability with excellent communication and well developed interpersonal skills. Must be able to build and maintain strong relationships with a wide range of stakeholders, while exercising very strong influencing and negotiation skills.
- Supportive and encouraging management style, with demonstrated track record managing the performance and development of a small team of staff. Should have strong skills in coaching and providing feedback.
- Excellent communication skills, including fluency in written and spoken English and Vietnamese. In particular, must have a strong level of written English for preparing project reports.
- Good problem-solving and analysis skills: demonstrates initiative when faced with challenges.
- Demonstrated capacity to work effectively in cross-cultural / mixed language environments.
- Willing and able to travel to Laos and project sites in various provincial locations across Vietnam, and occasionally internationally, as required.

Contact Information

For the detailed job description for this position, interested candidate are invited to visit FHF's Vietnam's website: www.hollows.org.vn or contact:

Ms. Truong To Huong – Administration & HR Manager

The Fred Hollows Foundation– Vietnam

Address: 07 Ton That Dam street, Thanh Khe District, Danang city

Tel.: +84 511 3712666 Email: truongtohuong@hollows.org.vn

Deadline for application: Friday 19th October

Applications should:

Include a resume (no more than 4 pages) summarising qualifications and experience

Address the selection criteria in a covering letter (no more than three pages)

Provide at least three work referees and contact details.