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**ACCOUNTING ASSISTANT**

**Salary from $528 per month + Benefits**

*(6 months contract)*

CARE is an international humanitarian organization, with a vision of empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

CARE in Vietnam works innovatively with national partners focusing on remote ethnic minority women and socially marginalized people. We are looking for an Accounting Assistant to join our team based in Ha Noi.

As a member of the CARE Vietnam finance team, Accounting Assistant provides maintains bookkeeping records, filling document and support to partner financial management officer on working with partners.

**Key responsibilities and contribution:**

**Accounting works**

* Daily key-in payment vouchers into cash book and bank book for all CARE’s offices and ensure the cash closing balances reconcile with the cash in hand. Immediately report any discrepancy in cash to the supervisor.
* Undertake timely filing & stamping of all vouchers produced in Hanoi and received from field offices. Ensure all finance document is packing and arranging timely & tidily.
* Support finance team to find document, scan document and other required works
* Assist Senior accounting officer to work on asset management.
* Become familiar with the responsibilities and activities of the Accounting Officer so that you are able to take responsibility of her duties in case of absence.
* Other duties to support finance team

**Required qualifications:**

* University degree in finance, accounting
* Minimum 1 year of work experience in accounting/finance. Experience working with NGO is preferred
* Sound knowledge on project financial management, financial analysis.
* Ability to work effectively as a team member and with minimal supervision;
* Good written and spoken English skills;
* Proficient in MS Office applications (Excel, Word and PowerPoint

In return for your commitment you will benefit from ongoing professional development fostered within an innovative and forward thinking environment, plus a comprehensive benefits package.

To apply for this rewarding opportunity please email your cover letter and CV in English to [**hr@care.org.vn**](mailto:hr@care.org.vn) **before 6 July 2014**, quoting ‘Accounting Assistant” as the subject of the email. Only successful candidates will be contacted for interview.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply

CARE is committed to protecting the rights of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment