

VACANCY AT VVOB VIETNAM

Financial Associate

General

Under the programme cycle of 2014-2016, VVOB continues supporting the capacity development through two programmes:

1. *The Early Education Programme with the specific objective: "Early education teachers and school leaders provide all learners equal opportunities to enhance their further education and future success"*
2. *The Career Guidance Programme with the specific objective: "Communities, teachers and school leaders of secondary education improve the quality and relevance of career guidance and associated TVET"*

Our partners within these programmes are Ministry of Education and Training, the Vietnamese Women's Union at national and provincial level, Provincial Departments of Education and Training, and Teacher Training Institutes at provincial level.

Position in the organization

The Financial Associate reports directly to the Deputy Programme Manager. Other collaboration lines are with *PM, Technical Advisors, Accountant and Programme Assistants* as shown in the organogram.

Purpose of the function:

The purpose of the function of financial associate is:

- Manage cash and banks
- Provide accounting and administrative support
- Administer the budgets, contract management system and the inventory asset list
- Facilitate the knowledge building and knowledge sharing

To achieve this, the financial associate acts as a financial expert, quality caretaker and a role model. She/he is pro active, takes actions and initiatives whenever necessary to ensure the implementation of a high quality management of financial resources at the VVOB country office.

Result areas:

1. **As a financial expert and quality caretaker, the financial associate manages banks and cash (30%):**
 - a. Review timely the cash position for local accounts to ensure sufficient funds on hand for disbursements.
 - b. Proceed timely payments to partners and providers including cash payments and online banking payments
 - c. Monitor timely the bank balances to ensure the minimum balances and inform monthly the financial team of Head Office
 - d. Prepare timely the monthly/quarterly cashflow forecast for use by the DPM
2. **As a financial quality caretaker and role model, the financial associate administers the budget, contract management system, and inventory asset list (20%):**
 - a. Provide advice on researched information and cost-saving strategies in budget planning

- b. Develop and maintain the budget management system and contract management system
 - c. Track the implementation of budget and contracts
 - d. Develop and manage the inventory asset list
- 3. As a financial expert and role model, the financial associate provides accounting and administrative support (20%)**
- a. Receive goods and services according to signed contracts
 - b. Control properly the supporting documents for payments
 - c. Submit PIT payment to the tax department
 - d. Check the VAT refund procedure and make claim of VAT
 - e. Prepare the financial reports to partners, donors if required
 - f. Provide input for developing project proposal, managing fund of other donors if any
 - g. Prepare for the internal and external audits
- 4. As a financial expert and role model, the financial associate is responsible for facilitating the knowledge building and knowledge sharing (10%)**
- a. Organize training the team on financial operations
 - b. Synthesise lessons learnt and best practices in financial management.
 - c. Provide sound contributions to knowledge networks and communities of practice.
- 5. As a financial expert and role model, the financial associate is responsible for advising the Programme Manager and Deputy Programme Manager on the financial management, including critical issues, areas for improvement and compliance with generally accepted financial management principles and procedures, in line with overall VVOB policy (10%)**
- 6. Other duties as required (10%)**

Profile:

Knowledge and experience:

- Bachelor in finance/ business management or a professional accounting qualification (ACA, ACCA, CPA or equivalent)
- At least three years of relevant work experience in finance, more specific in financial management
- Experience in advising and coaching others in financial management especially in budget management and contract management
- Experience in claiming VAT refund
- Experience in development sector or non profit sector is an advantage

Language:

- Fluent in Vietnamese
- Good written and oral command of English

Competences:

- VVOB Core competences:
 - o Result orientation
 - o Continuous improvement
 - o Cooperation
- Function specific competences:
 - o Accuracy
 - o Progress control
 - o Reliability
 - o Coaching



Location: Hanoi with ad-hoc visit to the programme's provinces (Thai Nguyen, Nghe An, Quang Nam, Quang Ngai)

Remuneration and benefits: Salary and package based on the EU-UN cost norms 2013 (including social and health benefits)

Starting date: As soon as possible.

Duration: Up to 31/12/2016 with a possible extension up to 2019 depending on fund availability.

Application:

Candidates for the position are requested to submit letters of application and CV in English including 3 referees (referees will only be contacted after final selection) by 17:30, 20th June 2014: email to phuonganh.n@vvob.be.

All applicants are encouraged to apply as soon as possible. Only short-listed candidates will be contacted for interviews.

