

JOB DESCRIPTION

Position:	Accountant
Supervisors:	Deputy Director and Chief Accountant (<i>pro bono</i>)
Schedule:	Full-time
Location:	Binh Thanh District , HCMC
Effective Date:	Desired start date is early October 2014

ABOUT OUR ORGANIZATION

LIN Center for Community Development is a not-for-profit organization with the mission to help local people to meet local needs. On the one hand, LIN provides support to locally initiated not-for-profit organizations and groups that seek to improve access to opportunities for disadvantaged populations.

Such support could include small grants, introductions to skilled volunteers, workshops, networking and information sharing. On the other, LIN provides advisory and support services to individual and corporate philanthropists that want to serve, or better serve, the communities where they live and/or work. More information about LIN is available on our website at: www.LINvn.org.

POSITION DESCRIPTION

The LIN Center for Community Development is seeking an ethical and responsible candidate for the position of Accountant. The person's primary responsibility is to provide support to LIN staff, board members with daily financial management and preparation of weekly, monthly and annual reports for various LIN stakeholders (project team leaders, board members, regulators, donors, etc).

RESPONSIBILITIES

The primary roles and responsibilities of the Accountant include:

- Process financial transactions related to office and project expenditures, and maintain an effective filing system for financial transactions and project documents;
- Review request for payment to ensure data is reconciled with financial management system;
- Carry out, maintain, monitor and record all financial services related to payments, fund transfers, partners and projects including accounts prepaid, payable, receivable, payrolls, accrual properly following LIN's policies and procedures;
- Maintain all payment vouchers, accounting logbooks and supporting documents;
- Maintain and update list of all LIN donors (grants, cash and in-kind), provide receipts and retain proper documentation. Send to all staff on a monthly basis. Send to board as requested.
- Support preparation of project and annual budgets, funding proposals and related budgets;
- Prepare financial analysis reports for internal project management (monthly & annually);
- Prepare financial reports for regulatory compliance (report to VUSTA twice a year for all projects, report to local Tax Authorities monthly);
- Prepare financial reports for donors (typically twice a year, sometimes monthly);
- Monitor spending and hours to ensure activities are in accordance with the approved budget;
- Maintain updated inventory of all equipment and conduct physical inventory checks (quarterly);
- Support in assessing the financial health of potential and current grantees:
 - Monitor/Check partners' financial reports;
 - Provide periodic reports to LIN team on grantee funds spent and funds remaining;
 - Inform LIN team when inaccuracies/compliance issues are found in partner reports/supporting documents;
- Ensure accuracy of accounting entries and adequacy of supporting documents;
- Train, provide guidelines and support LIN staff and grantees to ensure proper accounting;
- Prepare first draft of annual financial statements for LIN annual report and stakeholders (in compliance with Vietnamese Accounting Standards);
- Work with external auditors during annual financial and operational audits;
- Maintain hard and soft copies of key office documents (e.g., NPO Agreements, Grant Agreements, PAS Agreements, Service Agreements);
- Provide oversight and guidance to staff and grantees on procurement policies and practices as well as administrative and operational policies and procedures; and

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- Support with other tasks, as needed, such as day-to-day office management, answering phones, translation, bill payment and event logistics.

REQUIREMENTS

Education: University Degree in Finance, Accounting or related field;

Experience:

- At least one year of work experience in accounting;
- Good understanding of financial and accounting policies, standards and associated regulatory issues;
- Some experience working/advising/volunteering with nonprofits, community development projects and/or INGOs.

Skills:

- Good communication skills (both written and oral) in Vietnamese and English;
- Working knowledge of accounting software (ability to use English & Vietnamese language software);
- Competent in Microsoft Word and Excel;
- Good analytical and organizational skills, attention to detail and determination to meet deadlines.

Other:

- Honesty and strong ethics are required in order to be successful in this position;
- Ability to work independently and as part of a team;
- Demonstrated capacity and willingness to learn - open to learning new ways of doing things;
- Professional attitude towards work;
- Pro-active and results oriented; and
- Friendly, customer service orientation.

OTHER REQUESTS

The candidate would have these preferred attributes:

- Flexible and adaptable in working with an up-and-coming not-for-profit organization
- Confidentiality – Employees must sign a confidentiality agreement and may not share organizational materials without the express written permission from a supervisor; and
- Respect – LIN Center aims to always show respect and appreciation for our team members and we ask all staff to show the same respect for LIN staff, board members, clients and volunteers.

Expected starting date: as soon as possible.

APPLICATION & CONTACT INFORMATION

LIN Center is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV by email to:

LIN Center for Community Development
180/47 Nguyen Huu Canh Street, Ward 22, Binh Thanh District, HCMC
info@LINvn.org
Tel: 08-3512-0092

The closing date for applications is **30 September 2014**.

Due to the number of expected applications, only applicants being called for an interview will be contacted. Please visit the website www.LINvn.org for more information about LIN.