**Project Accountant job at Red Communication, based in Hanoi Office**

**Main Responsibilities**

* Ensure timely submission of the monthly financial report to the finance manager
* Preparation of payment vouchers and financial documents from partners and RED non-finance staff.
* Preparation of booking in accounting software and submission of documents to Finance Manager in charge for approval.
* Booking  in accounting software.
* Prepare monthly finance report and budget control sheet per assigned
* Support FM to conduct finance trainings
* Support FM to develop finance template and guidelines.
* Study donor requirements.
* Assist the Finance Manager in maintaining and updating project financial transactions
* and reporting systems in accordance with Donor financial rules and regulations.
* Maintain miscellaneous and petty cash accounts
* Carry out other duties as may be assigned by Finance Manager.

**Requirements:**

Educational background:

* Background in Accounting or Finance (Bachelor)

Working experience:

* At least 2 years working experience in a similar position in an NGO

Knowledge

* Fluent in English (written and spoken);
* Excellent facilitation and coordination skills;
* Good skills in communication and organization;
* Competence in MS **Excel**, Word and PowerPoint;

**Application Procedure**

Interested Vietnamese candidates are invited to send their applications by email in English consisting of a CV, a letter of motivation, copies of relevant certificates and references to:***tuyendung@red.org.vn***

Deadline: 25th Octocber 2014 at 17:00, Hanoi time

**Ha Thi Thu Ly (Ms.) |**

**Center for Research on Development Communication**

No. 48B Trang Thi street, Hoan Kiem, Hanoi

Tel/Fax: +84 4 6263-1763

Website: [http://red.org.vn](http://red.org.vn/)

Mobile: 0986.886.302

Email: haly@red.org.vn