



Save the Children, the world's largest independent organization for children, delivers immediate and lasting improvements to children's lives all over the world.

Save the Children (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Climate Change adaptation Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

For further information, please visit our website: <http://vietnam.savethechildren.net/>

**Vacancy: Finance Assistant
Based in Ho Chi Minh City**

We are looking for Vietnamese national for the position of **Finance Assistant** to work for our Finance Team. The successful candidate will be based our office in Ho Chi Minh City.

Main Responsibilities

In collaboration with Finance Officer (FO) and under supervision of the FO, to ensure that the financial policies and procedures, control and system are followed/ implemented properly in accordance with Save the Children International, donor regulations and government laws as well.

Key Competencies:

- University degree or qualification in relevant subject (business, economics, accountancy);
- Minimum of associates degree in accounting, or significant accounting coursework;
- Working experience with international organizations/ multinational national companies is preferred;
- At least two-year working experience in an accounting role;
- Teamwork oriented and willing to contribute at various levels;
- Strong organizational skills and ability to complete a wide variety of tasks; and
- Proficiency in various Microsoft Office and accounting programs, and willingness/ability to learn new applications.

Please send CV and a completed application form, contact of three referees and a covering letter in English addressing the list of competencies to: **HR section by Email: Vietnam.HR@savethechildren.org**

The SC's application form and full job description are available at the website: <http://savethechildrevietnam.wordpress.com/vacancy>

The closing date for application is **5 pm 26th October 2014**. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.