

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

TITLE: FINANCE ASSISTANT	
TEAM/PROGRAMME: FINANCE	LOCATION: Ho Chi Minh City Office
GRADE: C	CONTRACT LENGTH: 01 year
<p>CHILD SAFEGUARDING:</p> <p>Level 1: the role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed.</p>	
<p>ROLE PURPOSE:</p> <p>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.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Finance Officer in HCMC Office</p> <p>Dimensions:</p> <p>Number of direct reports: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Support FO in checking office payments and partners' payments; • Support FO in checking partners' reports and money transfer requests; • Support the recording and finalising of monthly Glacos; • Support FO in cash flow forecast for the office; • Support FO in finance team's visits to partners and partners' finance surveys. • Support FO in all required procedures when a grant is ended or a new grant is opened. • Maintain the filing of monthly accounting vouchers, journals, spreadsheets and other finance documents; • Photocopy, scan and translate financial documents when required; • Help external Auditors locate accounting vouchers & financial supporting documents when needed; • Inform program/admin staff about payments processed for their advance, claims, suppliers and consultants' payments; • Perform other tasks as requested by Area Manager FO and FM; and • Support in all procurement activities for the office. 	
<p>BEHAVIOURS (Values in Practice)</p> <p>Accountability:</p> <ul style="list-style-type: none"> • holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. <p>Ambition:</p> <ul style="list-style-type: none"> • sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same • widely shares their personal vision for Save the Children, engages and motivates others • future orientated, thinks strategically and on a global scale. <p>Collaboration:</p> <ul style="list-style-type: none"> • builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters • values diversity, sees it as a source of competitive strength • approachable, good listener, easy to talk to. <p>Creativity:</p>	

DATE

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- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

- 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.

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