**JOB DESCRIPTION**

**Position Title : Admin/Finance Officer**

**Location : Hanoi with occasional travel to the field**

**Reports to : Country Representative**

**Salary range : Negotiated**

**Working Relations : Regional Admin/Finance Manager, Programme Officer,**

 **Communication &Sponsorship Officer**

**Supervises : Volunteer/Intern**

**Background:**

Aide et Action International (AEAI) is an international NGO, headquartered in Geneva, Switzerland. AEA International began its programs in India in 1981 and is now working in more than 20 countries across Africa, the Caribbean, Europe, South Asia, Southeast Asia and China to support the development of sustainable education projects with our believes in the universal right to a quality education and bases each intervention around this ethos.

The activities in South East Asia and China (SEAC)started in 2001 with local partners and government agencies in Cambodia, Vietnam, Lao PDR, China and Myanmar to enhance the quality of education as well as to facilitate the access to quality education.In Vietnam, AEAI started working in 2004 with local partners and governments.

**General Criteria**

AEA’ s staff operate in the spirit of shared decision making which demands team-work, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.

**Job purpose**

This position is primarily responsible for the overall management/execution of the country accounting and financial reporting functions. It shall ensure compliance with Financial Manual, Grant Terms and Agreements and other organizational policies issued from time to time to promote good stewardship of funds and resources.

This position is also responsible to provide financial and management advice and services to the programme and project team in ensuring efficient functioning of internal controls and procedures, cash management, security of assets and funds, financial accounting, reporting and budget preparation.

**MAJOR DUTIES and RESPONSIBILITIES:**

**A.FINANCE/ACCOUNTING**

## Budgeting

1. Works closely with programme or project team to prepare the project budgets according to annual convention objective
2. Works closely with Country Representative to prepare the operational budget/coordination budget for the upcoming year/three-year plan
3. Coordinates with project officers and Country Representative for budget revision in semi-annual basis
4. Provides technical support to project or program team on budget monitoring
5. Liaises with project team in reviewing annual budget planning of implementing partners to ensure cost efficiencyand effectiveness
6. Assists line managers in responding to the questions of external auditors relating to financial and internal control issues.
7. Acts as technical resource person by increasing the understanding of programme or project team and non-finance staff in the area of Accounting, Budgeting, ERP5 and other areas of financial management

## Daily accounting

1. Checks the request, cash advance and settlement vouchers to ensure sufficient and adequate supporting documents to comply with AEA Financial Manual, procedures and donor regulations.
2. Prepares Finance Form and identifies transaction reference, writing up indebit and credit side, approval legitimacy, adequacy of supporting documents and validity ofthe transaction
3. Is responsible for day-to-day bookkeeping and verifying the bookkeeping inVietnam to ensure the compliance with AEA Financial Manual.
4. Monitors the aging of outstanding cash advance to ensure the settlement shall be made within the permit period
5. Advises the accrual amount should be made at every end of month and keeps monitoring them to ensure this will be clear out in the particular time frame.
6. Liaisons with the banks for updating the bank record and obtaining the bank advice and statements
7. Notifies Regional Finance Manager for bank remittance based on the fund request
8. Maintains the filling system within the finance department in systematic ways with safeguard and confidentiality
9. Makes a payment such as office utilities, and ensure the compliance of taxes, Social Security Fund, and to suppliers as requested
10. Conduct physical count of the fixed asset listing in semi-annual basis to ensure each property of AEA having asset tag

## Cash management

1. Prepares fund request for approval to submit to the region
2. Oversees effective cash control and management by reviewing cash balance and advising Regional Finance Manager and direct supervisor for any unusual balance noticed
3. Records and maintains daily cash movement from daily transactions and match it with cash count sheet
4. Determines cash position as of cut-off date (ensure the efficient cash for program and project)
5. Conduct monthly cash count with supporting of cash count sheet
6. Prepares cheque for the huge amount of payment and according to the threshold required in the Finance Manual.

## Grant management

1. Negotiates and advises budget revisions to the proposals recommended for funding, as assigned
2. Develops and maintains the effective communication with the implementing partners to ensure that grantees receive needed information in a timely and appropriate manner.
3. Reviews the financial report from the implementing partner to ensure that those reported expenses are complied with the approved budget and donor’s policy or regulations.Consult with project officers when necessary
4. Monitors, evaluates and documents the implementing partners’ performance, as assigned
5. Conducts financial review on the implementing partner
6. Identifies the training or other capacity-building activities relating to financial skills for the implementing partners.
7. Provides technical support to the implementing partners as requested

B. OFFICE ADMINISTATION AND LOGISTICS

1. Update/draft and follow up administration and personnel policies, procedures and guidelines for the country and project offices and ensure they are well maintained
2. Ensure that filing and information system in the office is maintained and updated
3. Ensure that processes of purchase, maintenance and updating of assets list, inventory of office equipment and furniture, are implemented in compliance with procedures
4. Liaison with the local Vietnamese Government to prepare all necessary papers needed for new office license
5. Assist the office in complying with the local Government requirements for NGOs in Vietnam
6. Maintain and update personnel files of all project staff and leave record
7. Take care of all logistic arrangements for office meetings, workshops
8. Ensure social/health procedures are well followed up and properly updated in a timely manner

**EDUCATIONAL QUALIFICATIONS**

1. Bachelor Degree in Finance/accounting or other equivalent degrees
2. At least 2-4 years working experiences in finance job, preferably in INGO or projects.
3. Good knowledge of accounting principles and the computer skill of using computerized financial system, spreadsheet and word processing program
4. Previous experience of financial management and reporting of Government grants
5. Strong ability to perform and prioritize multiple tasks and organizational skills and Deadline oriented
6. Ability to communicate in English language both verbally and in writing to a satisfactory level, French is a plus
7. Be honest and trustworthy
8. Willing to travel to the provinces if necessary

**AEAI vision and values**

* **Vision**

A world where each person’s dignity is assured through education which is central to human development

* **Values**

Our actions are guided by the values of freedom, respect, solidarity, equity, and integrity

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| **Prepared by** **Programme Coordinator** | **Reviewed by** **Regional Finance Manager** | **Accepted by** **Staff member** |
| Signature, Date: | Signature, Date: | Signature, Date: |

Please send your CV to email address: tu.nguyen@aide-et-action.org no later than 17th December 2014. Interested candidates who meet the required qualifications are invited to interview at our office (room 503, B1 building Van Phuc Diplomatic Compound, No 289 Kim Ma street, Ba Dinh district, Ha Noi).

Only short-listed candidates will be contacted for tests/interviews.