

# Finance Director

Duty Station: Hanoi, Vietnam

Status: Full time, one year renewable

Application due: 31 December 2014

## Position Profile

The Finance Director is based in Hanoi, Vietnam and reports directly to the Chief Executive Officer, based in Ho Chi Minh City, Vietnam. The Finance Director oversees the review, implementation, and management of improved internal financial policies and systems to improve operational capacity and ensure compliance with relevant legal and donor regulations for a current annual budget of approximately \$4 million.

The position requires oversight of a five person financial team to develop and improve financial systems; close collaboration with fundraising and program teams to supply appropriate grant application budgets and ongoing financial reporting; and ongoing advice and assistance to the organization's Management and Board of Directors regarding annual budgets and financial policies.

## Responsibilities:

Implement improvements to budgeting, reporting and other key financial processes as the organization grows, including financial management software and systems implementation

Review and constantly improve internal financial policies and systems to increase operational capacity and ensure adherence to all relevant statutory, legal, and donor regulations as well as international non-profit accounting standards

Ensure compliance with donor financial regulations, especially in relation to multi-lateral, bi-lateral, and government-based funding from sources such as USAID

Ensure appropriate financial control in compliance with relevant country legislation (China, Vietnam, Thailand, and Cambodia)

Review and draft all organization contracts and agreements

Coordinate with the development and program teams to prepare budgets and financial forms for new grant applications. Compile and finalize ongoing financial reports for organization sponsors

Improve procurement policies and procedures, in compliance with relevant funding source requirements, and ensure organizational adherence once implemented

Prepare monthly, quarterly, and annual financial reports for assigned projects

Advise and assist the Management and Board of Directors in the compilation and control of the organization's budget as well as the legal implications of internal policies and procedures

Supervise and coordinate annual audit in collaboration with accounting team and external auditor

Provide professional financial advice and assistance to organization's non-accounting personnel and relevant external counterparts regarding standard financial procedures, financial requirements of each project and donor, compliance with applicable laws and regulations, and similar obligations.

Qualifications:

Minimum Bachelor's degree in accounting/ finance; CAP certificate is preferable

Five or more years of experience as Chief Accountant, Financial Manager, or Finance Director; INGO working experience; USAID project experience is preferable

Ability to work under pressure in a multicultural, diverse environment

Demonstrated ability to handle confidential information in a sensitive and tactful manner. Adhere to strict confidentiality involving staffing matters and internal/ external correspondence

Excellent verbal, written and interpersonal communication skills in English required

Solid proficiency with Microsoft Office Applications (Word, Excel, PowerPoint, and Outlook) along with QuickBooks accounting software

Ability to plan, manage, and follow-through on assignments and communicate at all levels of the organization in a timely and professional manner

Ability to work independently, prioritize tasks, and to take initiative without direction

Ability to work collaboratively in a team environment

Contact and Deadline

Please submit expression of interest, resume, and three references with current email addresses and telephone numbers using this webform.

All applications will be carefully vetted including working history and background checks.

The Asia Injury Prevention Foundation (AIP Foundation) is a U.S. registered 501 (c)(3) non-profit organization addressing the pervasive and devastating rate of road traffic crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use. Our pillared strategy includes helmet provision (manufacturing, selling, and supplying helmets); public awareness campaigns; school-based and targeted population campaigns; technical assistance, particularly focused on legislative advocacy and helmet standards; and research, monitoring, and evaluation. Currently, AIP Foundation has a 50-person staff with offices in Hanoi and Ho Chi Minh City, Vietnam; Phnom Penh, Cambodia; Bangkok, Thailand; and Chengdu, China. In addition, we also guide initiatives in Uganda and Tanzania, among others. AIP Foundation funders and partners include a wide variety of public and private donors, including the U.S. Centers for Disease Control and Prevention, FIA Foundation, Atlantic Philanthropies, Safe Kids Worldwide, UPS, FedEx, Intel, Johnson & Johnson, and local government agencies. For additional information, please visit [www.asiainjury.org](http://www.asiainjury.org).