

Finance Officer

CONEMUND is an International NGO headquartered in Madrid (Spain) and working in 9 countries around the world. CONEMUND was born in 1997 to promote solidarity and contribute to reduce poverty in the most disadvantaged communities of the developing countries. Nowadays our efforts are focused on supporting the development of low-income countries of Africa and Asia.

At the present time, all our efforts are focused on the following areas:

- Giving response to the basic needs of the communities, especially concerning literacy, basic education and the protection of children.
- Increasing the economic capacity of poor households (especially women and young people), through training programmes and labour insertion.
- Strengthening our institutional structure, providing a special attention to the training of those persons working in the local organizations we collaborate with.

In Vietnam, CONEMUND has representative office in Vietnam since 2011 and it developed 2 projects in 3 provinces of the country working with rural communities increasing the economic capacity and promoting gender.

CONEMUND is looking for a qualified candidate to fill the position of Finance Officer with expertise in finance management for a new project “Improving living conditions through sustainable agriculture for poor rural families in Phu Yen District (Son La).”

1. Functional Title: Finance Officer

2. Status: Full Time (salary according regulation of organization and donor)

Field trip expenses to the commune paid by the organization.

3. Organizational Relationship:

Reporting to: CONEMUND Representative in Vietnam (Project coordinator), based also in CONEMUND office in Hanoi, who assures accounting quality and provides training on Donor rules and regulations.

4. Location:

Work in CONEMUND office established in Hanoi. The development of its functions may require trips to the provinces where CONEMUND implement its projects, mainly Son La, to work jointly with financial staff in the commune or villages.

5. Duties and Responsibilities:

Country Office Finance & Accounting

- Support program staff in developing budget for new proposals.

Accounting:

- Office Bookkeeping and petty cash accountability.
- Control of the office taxes and insurance obligations.
- Treasury and analysis of CONEMUND Vietnam bank statements (VND and Euro).
- Assist in updating transfer needs from CONEMUND Headquarters.

Financial Monitoring:

- Monitor the budgets and expenditures of all projects, submission of reports, and validation of partner financial justification.

Communication with local partners:

- Analysis of local partners' financial needs and forecasts.
- Validation local partners' financial justification.
- Consolidate financial reports from each partner into a global report.
- Review, photocopy, arrange and file financial supporting documents for half-year audit
- Assess local partners' accountancy procedures and provide training on International donor and CONEMUND regulations on expenses authorization/justification.
- Assist local partners in financial planning, reviewing their annual budgets and consolidation of their annual budget proposal.
- Communication of financial obligations in Vietnamese/English to local clients and local partners.

Staff:

- Prepare salary and taxes payments.
- Assist in managing and disbursing salary payments and taxes.
- Following all procedures of local authorities for CONEMUND payments for local staff.

Audits:

- Preparation of required documentation for quarterly reports to CONEMUND Financial Department.
- Validation of final CONEMUND Vietnam financial audit report

Office Administration:

- Arrange with suppliers the provision of CONEMUND office needs on supplies and services
- Translation of documents from Vietnamese to English and English to Vietnamese.
- Update equipment' inventory.
- Follow up of administration of office issues.
- Relation with the local governments and representation of CONEMUND when meeting and working with them in financial issues at provincial, district and communal level.

COORDINATION with CONEMUND STAFF:

- Participate; coordinate, collaborate with the personnel in CONEMUND. Support the companions of work when necessary, mainly when they need financial support for their activities.
- Support and work together with consultants which can be contracted by CONEMUND to ensure the quality and sustainability of the projects, mainly when they need financial support.
- Provide back up for other finance team member when the need is required.
- Play active role in ensure a cooperative and supportive working environment.

6. EDUCATION University Degree in Finance and Accountancy or Administration or equivalent

7. EXPERIENCE

- Background in finance/accounting (Bachelor in accounting or economics) with minimum 2 years of relevant experience in Vietnam for NGO. Understanding on development works is required.
- Knowledge on project financial management, financial analysis, budgeting and reporting.
- Strong communication/coordination and interpersonal skills.
- Experience in translation and interpretation from Vietnamese to English language and from Vietnamese to English.
- Good planning, organizational, management, coaching and facilitation skills.
- Proactive and able to propose solutions to problems.

- Willingness to travel to project implementation areas and stay for periods of some days for supporting the local partners in the financial reporting and other issues related to the job description.
- Interpersonal and cross-cultural communication skills.
- English fluency spoken and written is essential.
- Good computer skills (MS Office, Expert in Excel necessary with knowledge of Pivot Tables valued).
- Experience and interest in working in NGO for Development would be an asset.

8. SKILLS AND HABILITIES

Languages: Excellent command of written and spoken Vietnamese and high level of English.

Other skills and qualities:

- Competence in MS Windows programs (Word and Excel)
- Interest in community development work
- Open-minded attitude to working with people in the rural areas
- Ability to work in team and independently
- Sense of initiative and responsibility

SELECTION Interested candidates are encouraged to send via email an application letter and CV in English together with a recent picture and cover letter before 24th of September, 2015 to the following email addresses: conemund@conemund.org and ines.ramos@conemund.org.

Please indicate in the mail subject "FO CONEMUND VIETNAM".

Start day for the position: 1st of October 2015