

Finance Manager

Population Services International (PSI) is a leading global health organization with social marketing and social franchising interventions in Vietnam to address HIV/AIDS, Hepatitis C, Safe Water/Hygiene/Sanitation, Tuberculosis, Malaria and Hypertension. PSI uses private sector approaches to improve the health of Vietnam's low-income and vulnerable communities in more than 20 provinces. Working in partnership with the Government, private sector and civil society partners, PSI harnesses the power of markets to empower underserved populations to lead healthier lives. For more information: www.psi.org

PSI currently seeks a talented and motivated individual for the full-time position described below, to join our dynamic and results-focused team in Hanoi:

Job Title: FINANCE MANAGER

Report to: Country Director

Job purposes: This position will supervise all accounting and financial functions including but not limited to cash management, accounts payable/receivable, payroll, review all reports related to finance and procurement/warehouse, account reconciliations and analyses. Finance Manager need to monitor sound internal controls on financial, procurement operations of the office, coordinate audit requests for implementation as well as providing guidance to the senior management team related to financial and procurement matters to strengthen compliance with contractual regulations of local legislation, PSI and its donors. This position will supervise Finance Officer, Procurement Officer and liaise with all relating department for daily works.

Major duties:

- Budget Planning: cash flow estimates for current, proposed, and future PSI projects and regular cash needs thru OAR process;
- Supervise and maintain book-keeping using QuickBooks software in accordance with Vietnam and PSI systems and requirements;
- Process payroll functions.
- Manage implementation of the annual external audit, internal audit and donor audits. Negotiate with auditors for the final audit recommendations. Supervise and
- update the implementation check list for audit recommendations.
- Manage all finance related reports and schedules for PSI Head Office, Donors and VNG.
- Review and recommend changes to internal controls as required and appropriate;
- Provide assistance to Country Director in developing new business-related cost proposals.
- Supervise the procurement and inventory functions

Selection criteria

- University/Master's Degree in finance or other related field.
- Demonstrated experience in Finance Management with good analysis and management skills
- Initiative and creativity in solving problems.
- Ability to work well under pressure.
- Efficient and cost-effective use of project resources.
- Strong written and oral communication skills in both Vietnamese and English.

A competitive remuneration package will be offered to the successful candidate

Interested candidates are requested to submit detailed curriculum vitae (CV) with a letter of interest indicating the position you are applying for as well as copies of relevant certificates/degrees no later than 12 January 2015 to HR Department, PSI Vietnam; Address: 11th Floor, VINAFOR Building, 127 Lo Duc, Hai Ba Trung, Hanoi; Email:hr@psi.org.vn or fax: (04)3944 6323; Only short-listed candidates will be contacted for interviews. Please do not contact via telephone. Dossier will not be returned