



Winrock International, an international not for profit organization, is seeking applications for a **Senior Program Accountant** for the USAID-funded Vietnam Clean Energy Program , which aims to strengthen the foundation for low emissions energy systems in Vietnam by enhancing capacity to acquire, manage, analyze, and use energy sector data in decision-making, increasing energy efficiency in high energy use sectors, and increasing public and private investment in and piloting of renewable energy technologies.

Position advertised:

Senior Program Accountant (Temporary)

Duty station: Hanoi, Vietnam

Duration: April– August 2015

Responsibilities:

- Responsible for preparing vouchers and posting transactions into the internal accounting system (QuickBooks);
- Prior checking of program payments to ensure that all payments are reasonable; accurate and in compliance with cost principles / procedures of the program as well as donor;
- Maintain accounts payable, receivable and travel advance log;
- Preparing monthly, quarterly and yearly financial reports by collecting, analyzing, summarizing account information and trends for reporting to Head Quarter;
- Preparing monthly, quarterly and annual budget, budget modifications and variance analysis as required;
- Responsible for keeping financial information confidential;
- Oversees financial requirements of the project as required;
- Contributes to team goal by accomplishing accounting task as assigned;
- Assist in preparing other reports as required by the donor agency;
- Support administrative team.

Qualifications:

- University graduate with a minimum of at least three year experience in project finance, accounting, and Administration
- At least 3 year experience in USAID funded projects is a MUST
- Demonstrated knowledge and skills in the program accounting and finance
- A good team player and can also work independently with minimum supervision
- Flexible, takes instructions well, and demonstrates initiative towards work
- Must work well under pressure
- Must relate and maintain good staff relations at all levels of the organizations
- Proficient in Microsoft Office and QuickBooks
- Good written and spoken English

Application Procedure

Interested applicants should send Electronic application that includes (1) an application letter explaining why you are interested in and how you are suitable for the position; (2) an updated curriculum vitae; (3) certificates and (4) Reference letters in English with the subject titled “**Senior Program Accountant Application**”, no later than 12 March 2015, to **Ms. Hang: hnguyen@winrock.org**. Only short-listed candidates will be contacted for interviews.