

# Catholic Relief Services – USCCB/VIETNAM PROGRAM

## Finance Assistant Job Description

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**Job Title:** Finance Assistant

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**Supervision:** N/A

**Report to:** Finance Manager

**Grade:** II

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### **Internal Key Working Relationships:**

CRS Vietnam program, operation and finance staff, internal auditor.

### **External Key Working Relationships:**

Banking Institutions, Government Entities, Non- Government Entities, Subrecipients, Suppliers and External Auditors

**Job Summary:** The Finance Assistant (FA) is responsible for financial and accounting management for administrative projects and small projects. S/he is in charge of financial reporting relating to these programs. In line with CRS' strategic priority to reinforce an organizational culture of high performance and accountability, she is responsible for preparing monthly aging report and support the process of month-end and year-end report of CRS/Vietnam and support Finance Manager to deal with any issues relating to bank to adapt with updated policy on e-banking.

**Supervisor skill:** N/A

### **FUNCTIONAL RESPONSIBILITIES**

#### **Accounting, filing and data process.**

1. Review country administration, business development project and program support pools & small program's accounting records and financial documents in compliance with CRS' policies and procedures, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations and legal requirements.
2. Verify the transactions and supported documents relating to above projects before processing to ensure the expenses are within the approved budget.
3. Prepare the payslips, get staff's acknowledgement and file them in the salary voucher
4. Prepare weekly, monthly and annually to keep track account receivable and account payable accurately.
5. Take full responsibility for entering all journals into Sun System on daily basis. Ensure the accuracy of information inputted.

6. Be in charge of effective and organized filing of all financial vouchers as per HQ' policy (e.g. Documentation Policy, Cost Allocation Filing Protocol etc).
7. Timely stamp "PAID" or "PROCESSED" on all vouchers.
8. Maintain and improve an effective central filing system of Master files for all CRS projects.
9. Be responsible for making photocopy, ordering stationeries and fulfilling other administrative tasks for Finance department as requested.
10. Support in preparation of supporting documents for monthly closing process and scan required documents to send to HQ.
11. Support to financial year end closure process and year-end report packages on related issues.
12. Extract currency exchange rate every 7 days and at the end of the month from Oanda website as requirement of CRS policy.
13. Logistic support c for trainings, meetings relating to finance at CRS/VN or at partner level as requested.
14. Other finance-related tasks as per Finance Manager's request.

#### **Planning & Budget management**

1. Support Country Manager and Operation manager to prepare annual program plan of in charged projects. and input data in e budget and quarterly forecast as requested.
2. Record the country program's board approved budgets and subsequent amendments for the in charged projects in accordance with CRS' policies and procedures.
3. Prepare monthly comparison reports relating to the in charged projects

#### **Treasury and Banking**

1. Prepare and make bank transfers and cheques for every CRS expenditures after they are verified by Finance Officers. Ensure the accuracy of all payment orders and cheques.
2. Liaise with banks on the payments and all related issues, including providing supporting information to banks, adding authorization signatory to banks when requested, etc...
3. Maintain bankbooks and reconcile with bank and journals monthly. Ensure positive cash balance in the banks for CRS activities. Alert Finance Manager about the cash balance in banks when it goes to allowable limit.
4. Prepare the report relating to bank management and update all bank information as treasury policies.
5. Prepare the Bank Scorecard as requested to ensure good bank services are chosen.

#### **Audit and Compliance**

1. Support Finance Manager as per internal and external audit requirement for banking, filling system and respective program areas.
2. Participate in reviewing the banking and cash area in the internal control checklist as requested to ensure the compliance with HQ' internal control policy.

#### **Confidentiality**

1. Keep all documents and information related to CRS' program activities, personnel and development plans confidential.

**Requirements:**

1. Accountable, accurate, organized and hardworking.
2. Good spoken and written English.
3. Proficient in the use of computer software, including spreadsheets, word processing and accounting package (Sun System is preferred).
4. Ability to work independently, as well as in the team.
5. Customer service orientation and effective communication skills (listening, positive, supportive, clear, constructive, and accessible) both written and verbal.
6. Willingness to work the hours needed to meet deadlines.
7. Ability to learn and adapt to change

**Qualifications:**

1. University Degree or equivalent in Accounting and/or Finance.
2. One year professional experience in relevant accounting and/or finance position.
3. Working experience in international organization if preferable.
4. Knowledge of SunSystems financial accounting package or similar financial reporting software desired.

**AGENCY WIDE COMPETENCIES**

These competencies apply to all CRS staff and are rooted in the mission, values, and guiding principles of Catholic Relief Services.

**Serves with Integrity**

Definition: Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless.

**Behavioral Indicators**

1. Treats all people with dignity and respect.
2. Considers whether decisions and actions will advance justice, peace, and solidarity.
3. Seeks first to understand others' needs, ideas and suggestions.
4. Makes sound decisions using appropriate consultation and linking to strategy.
5. Challenges unethical or misguided decisions.
6. Applies agency policies appropriately and consistently.

**Models Stewardship**

Definition: Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals.

**Behavioral Indicators**

1. Uses resources justly, equitably, and efficiently.
2. Establishes priorities and meets deadlines.
3. Holds self and each other accountable for quality results.

4. Presents information and decisions in a transparent and effective manner (whether verbal or written).
5. Uses appropriate tools and technologies to increase efficiencies.
6. Sets a positive example of reasonable balance between work and personal responsibilities.

### **Develops Constructive Relationships**

Definition: Builds and maintains mutually beneficial relationships through solidarity.

#### **Behavioral Indicators**

1. Actively consults and listens closely to team members(s), fellow staff, and partners.
2. Demonstrates diplomacy, flexibility, and resourcefulness.
3. Asks for constructive feedback and gives constructive feedback when requested.
4. Facilitates team spirit among colleagues
5. Works effectively in intercultural and diverse teams...

### **Promotes Learning**

Definition: Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission.

#### **Behavioral Indicators**

1. Proactively shares skills, expertise, and lessons learned.
2. Empowers others to develop skills for new responsibilities and authority.
3. Adapts gracefully to changes in agency priorities and operations.
4. Looks inside and outside CRS to identify innovations.
5. Fosters new connections across departments.