



Vacancy announcement

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in three priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy

GIZ office is looking for a qualified local professional for the position of:

Officer, Finance and Accounting

Duty station: Hanoi

Main responsibilities: The Finance and Accounting Officer is responsible for ensuring that financial administration functions well in accordance with GIZ standard procedures:

Financial services:

- Monitors income, costs, expenditure, bank reconciliation;
- Manages the processes of letters of credit, vouchers, payments in cash and by the bank transfer;
- Monitors real accounts (payables, receivables) and regular reports;
- Assists office and projects on annual budget planning and monitoring

Internal control:

- Advises the Programme Directors on financial aspects for programmes;
- Conducts internal audits and prepares the audit reports

General services:

- Performs accounting tasks using WINPACCS accounting software;
- Manages the processes of fund transfer, travel claims, PIT declaration and VAT claims;
- Provides quarterly/ annually analyses of expenditure, prepares SAP and other reports to the programmes, Management Team and Head Quarter;
- Coordinates effectively with the colleagues of the finance and controlling team at the Head Quarter;
- Designs and conducts the necessary financial training for project staff

Other:

- Manages working groups in the related topics;
- Performs other duties upon the request of management

Minimum requirements:

- Bachelor or master degree in finance, accounting, economic or similar area;
- ACCA qualification would be an asset;
- At least 8 years of professional experience in a comparable position;
- In-depth knowledge of accounting software and generally accepted accounting principles;
- Good communication and interpersonal skills;
- Excellent advisory skills and management skills;
- Excellent proficiency in written and spoken English, knowledge of German would be an asset;
- Competence in MS Excel, Word and PowerPoint;
- Ability to work both independently and in teams;
- Ability to handle confidential data and information appropriately;
- Dynamic, reliable, self-motivated, service-oriented and able to work under pressure;
- Willingness to upgrade skills as required by the tasks to be performed

Successful candidates will enjoy good working conditions, open corporate culture, competitive benefits and compensation and good policies of training and development.

Interested qualified candidates are invited to send the application in English, including copies of relevant certificates and references, either by email (to hr-giz@giz.de) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **22 May 2015**.

Note: Please state “**Application for the Officer, Finance & Accounting – GIZ Office**” in the subject line or on the envelope. The short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.