

World Vision International – Vietnam (WVV) invites Vietnamese competent candidates for the following position:

01 ADP Temporary Bookkeeper

Duration: 07 months

Regular work base: Hàm Thuận Bắc District, Bình Thuận Province

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY **03 August 2015**

<http://careers.wvi.org/jobs/vietnam/finance/wvv-adp-temporary-bookkeeper-ham-thuan-bac-adp/1588>

INTRODUCTION

WVV's Area Development Programs (ADPs) focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, and implementing, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVV's strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities. A uniqueness of WVV's ADP approach and structure is that team members are based at district level where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

The current ADP structure is based on sectoral approach with one staff in charge of one sectoral project. Since FY11, WVV have applied the Development Program Approach and revised its ADP structure. Under each ADP, there are from 6 to 8 staff, including 1 ADP manager, 1 Sponsorship Facilitator, 1 Finance Officer/Bookkeeper, 1 ADP Coordinator and 2-4 Development Facilitators (DFs) who are in charge of all projects and programme activities for around 2 assigned communes/wards in their ADP (from assessment to planning, implementation, monitoring, evaluation and transition). For each cluster (3-5 ADPs), there are 4 technical cluster staff: Health/ WASAN/ HIV/AIDS; Education; Agriculture/ Economic Development; DME/Capacity Building. DFs will be coached by the ADP Manager programmatically and by the technical cluster staff technically. One of the strengths of this structure is to allow better integration of the program toward Child-Well-being Outcomes.

JOB DESCRIPTION

Purpose of Position:

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the ADP or Project Manager in maintaining the books of accounts and other financial records of the ADP or Project & adhering to the financial standards of World Vision financial system to ensure accountability.

Key Responsibility:

1. Financial Policy Compliance

- Provided Administrative financial services to the project to ensure compliance, quality, accuracy and consistency of work in project implementation.
- Ensure Consistent service delivery by collaborating and working closely with all of the team members of the ADP or Project.
- Conduct all the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM).
- Provide the ADP or Project staff the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request.
- Assist the project team in verifying quotations, procurement, service supply contracts for project- related activity.
- Ensure adequacy and correctness of the supporting documents for payments and/or voucher preparation (using Voucher Interface) in consistency with WV's Policy and donor requirements.
- Monitor the financial transactions regularly to maintain project financial account in place and in order.
- Verify the existence, nature of business (whether it's related to the goods or services being asked to quote or bid), relationship of the supplier with the staff of the project and reasonability of amount quoted.
- Communicate to all staff and relevant partners of WV on accounting policies and procedures

2. Budget Management & Financial Report

- Assist the ADP or Project Manager in planning and developing project budget in line with the ADP's Plan of Action and log frame.
- Prepare the financial reports cover memo with variance explanations, Advances & Payables Aging Analysis (IA 264 & IA 269), the asset register updated, the bank reconciliation performed and send on time to the Cluster Finance Officer for posting.
- Review the System generated financial reports with assistance of Cluster FO and NO FO for any non-project related expenses, discrepancies and irregularities from the project finance manual.
- Provide the Manager with the necessary management financial report as and when required.

3. Administration

- Establish filing system of key documents and maintain (in hard copy and soft copy) and in line with audit requirements.
- Maintain all financial and other records required for audit purposes, and provide assistance in regular auditing of the ADP or Project.
- Implement all necessary procedures relating to administration within the ADP

JOB REQUIREMENTS

Education

- Bachelor Degree;
- Majored in finance/ accounting.

Knowledge & Skills

- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes;
- Good time management and organizational skills;
- Good interpersonal and communications skills;
- Fair English, especially report writing skills;
- Good computer skills in Word, Excel, PowerPoint and email;
- Ability and passion to learn about accounting

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are:

People and Culture Officer – Ms. Le Thi Thanh Thao

World Vision International - Vietnam

Address: No. 39, Road No. 6B, Trung Son Residential Area, Binh Hung Commune, Binh Chanh District, Ho Chi Minh City

Tel: 08. 54318354 (ext.108)

We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

World Vision is a Christian humanitarian organization which works to improve the quality of life of people, especially children, who are marginalized and living in poverty regardless of religion, race and gender.
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