



JOB VACANCY

World Vision International – Vietnam (WVV) invites Vietnamese competent candidates for the position **Special Project Finance Officer –ETIP (End Trafficking In Persons) Program** - Regular work base:Hanoi office.

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY 7 AUG 2015 –<http://careers.wvi.org/jobs/vietnam/finance/wvv-special-project-finance-officer-etip-program/1596>

INTRODUCTION

World Vision (WV) is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. WV serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WV Vietnam (WVV) has a total income of more than USD 20,000,000 (FY14) with funding from 13 support countries in Europe, Asia, the Americas and Australia. **End Trafficking In Persons – ETIP Program** includes 3 Pillars (Projects): Prevention Pillar, the Protection Pillar, and the Policy/Advocacy Pillar

Program Goal: To contribute to the mitigation of the human trafficking problem in the Greater Mekong Sub-region whereby increasing numbers of people are safe from the trafficking threat, survivors are provided with appropriate protection services leading to integration back into society, and government policies provide greater protection to the vulnerable and to victims.

Prevention Outcome: To reduce risk factors that contributes to human trafficking at the individual, community, and structural levels and to increase the protective factors and resilience of the most vulnerable families and individuals to prevent trafficking.

Victim Protection Outcome: To strengthen the protection services to vulnerable persons and victims of trafficking in the GMS, and to promote the (re)integration of victims of trafficking.

Policy Advocacy Outcome: To effectively advocate for a positive policy environment that increases protection and wellbeing of trafficking victims and those vulnerable to trafficking.

ETIP is a five year programme (10/2011-6/2016) and integrated target ADPs of Huong Hoa District - Quang Tri province, Nong Son District - Quang Nam province and Tran Yen district -Yen Bai province. Protection Pillar Project expands activities to other districts in the same provinces. Policy Pillar Project includes National level activities. The programme recruits one Programme manager, 3 pillar coordinators, one Financial Officer and Youth Led Advocacy Assistant who are based at the national office. The programme is working in closure support and management from the responsible ADP managers and ETIP field staff based at the ADP level.

PURPOSE OF THE POSITION

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

MAIN RESPONSIBILITY

Financial Policy Compliance

- Prepare ETIP cost norm to ensure meeting WVV financial policy and ETIP requirements
- Provide assistance to the Programme Manager in developing regulation of ETIP financial management
- Keep track relevant expenses of ETIP budget in working with shared bookkeepers at target ADPs
- Provide administrative financial services to the Program to ensure high level of 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 Program.
- 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 Program staff the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request.
- Assist the Program 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) to be consistent with WV's Policy and donor requirements.
- Monitor the financial transactions regularly to maintain project financial account in place and in order.
- Randomly select the suppliers of the quotes/bids submitted for major purchases to 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 Program and reasonability of amount quoted.
- Verify the quality of the goods and services delivered to the beneficiaries by conducting random visit to the project sites.
- Upgrade knowledge and skills of the staff and partner on relevant WV accounting policies and procedures.
- Provide assistance to other projects and ADPs when necessary and required by participation in cross-review; assisting cross-audit and assisting in training the new project finance staff (bookkeeper or FO).

Budget Management and Financial reports

- Assist the Program 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 timely with variance explanations (quarterly), Advances & Payables Aging Analysis (IA264 & IA269), update the asset register, and perform the bank reconciliation monthly. Post all these reports onto FFR Database on quarterly basis.

- Check & verify the Sunsystem generated financial reports for any non-project related expenses, discrepancies and irregularities from the Program finance manual.
- Update the Manager on the project spending status and pattern to avoid risks of ineffectiveness and material overspending or under-spending of the Program budget.

Filing

- Establish and maintain a systematic filing system of key documents (in hard copy and soft copy) and in line with audit requirements.
- Maintain all financial and other records required for audit purpose, and provide assistance in regular auditing of the Program.

JOB REQUIREMENT

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- A Bachelor Degree in Finance/Accounting
- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes;
- Coordination skills, including organization and mobilization of communities and networking/coordination among different local partners;
- Demonstrated training and facilitation skills;
- 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;
- 2- 3 year experience in accounting and finance.
- Experience in capacity building for local stakeholders/partners.
- Experience in community development or with NGO is preferred.

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 Department

World Vision International – Vietnam

Address: 4th floor, the HEAC building, 14-16 Ham Long street, Hanoi

Tel: 04. 39439920 (ext.118)

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.