

## **Senior Accountant**

**LOCATION:** In Hue City

**PURPOSE:** The purpose of this position is to provide high standard service in managing all aspects of iDE Vietnam's accounting and finance. The position provides crucial support to the senior management team to assist them in achieving the iDE's mission and business goals.

### **RELATIONSHIPS:**

- Reports directly to and is supervised by the Country Director
- Communicates with iDE Headquarters in the U.S. on matters related to finance and accounting
- Collaborates with iDE Vietnam Program Coordinators/Managers and Finance staff and iDE Project partners on finance and accounting issues.

### **RESPONSIBILITIES**

- Manage iDE Vietnam's overall finance and accounting activities in accordance with accounting best practices and financial policies of iDE
- Compile accounting reports to the iDE Headquarters on a monthly and annually basis
- Prepare financial reports in accordance with the approved budgets and donors' requirements for donors
- Deal with donors on disbursements of project funds
- Prepare and control projects' budgets
- Handle all auditing, tax and legal issues
- Provide analytical financial and accounting information to the Program Coordinators/Managers upon request
- Performs other functions that may be assigned by the Country Director

### **REQUIREMENTS**

#### **QUALIFICATIONS AND SKILLS**

- Bachelor's degree in Finance/Accounting
- At least 5 years experience in finance, internal audit with development organizations / programs
- Computer application skills and knowledge of computerized accounting
- Excellent communication skills in Vietnamese and English (written and spoken)
- Strong inter-personal skills

- Initiative, commitment and high degree of flexibility
- Be able to work effectively in a team

#### **PERSONAL ATTRIBUTES**

- Great attention to details
- Good customer mindset
- A proactive contributor, initiator and communicator
- Trustworthy, honest, and ethical
- Willing to learn new ways of doing things

#### **HOW TO APPLY:**

Interested candidates are kindly requested to send: (1) Letter of Application, (2) Curriculum Vitae (summary of experiences and qualifications), (3) Curriculum Vitae (in the form of Ministry of Labour, Invalids & Social Affairs - MOLISA), and (4) copies of relevant certificates and references to [recruitment@idevn.org](mailto:recruitment@idevn.org) (email address) or to iDE Coordination Office, 44 Tran Van On St., Hue.

Closing date to apply for this position: 10 September 2015.

Only short-listed candidates will be contacted for interview. Applicants' documents won't be returned.