

Administrative and Financial Assistant

THE ORGANIZATION

MCNV is an international NGO based in the Netherlands that has been providing support for health and development in Vietnam since 1968. It aims to tackle marginalisation and poverty within Vietnam and the wider South East Asian region. It achieves this by working with communities and partners to bring about positive change that enables marginalised people to improve their lives and have a greater say in the decisions that affect them. MCNV's program portfolio includes disability, HIV, public health, education and livelihood development. The programmes work with a wide range of partners, including international organisations, the Government of Vietnam and community based organisations. All of MCNV's programmes work towards social and economic inclusion for disadvantaged groups and all use participatory approaches that focus on empowerment of the people who should benefit from the programmes. MCNV has an international office in Amsterdam and employs approximately thirty staff in Vietnam. It has a representative office in Hanoi and two project offices in Quang Tri and Khanh Hoa provinces.

THE ROLE

The Administrative and Financial Assistant will assist the general management team in the administrative and financial management of the Hanoi representative office and its programs.

The post holder will report to Hanoi office Financial Manager and Office Manager, finally responsible to the Country Director.

Tasks and Responsibilities:

I. Administrative tasks

1. Provide warm welcome to visitors in person and on the phone
2. Order office stationery, supply and equipment
3. Support in photocopying, sending and circulating mail, bank transfer, fax
4. Support in purchasing items for Amsterdam shop when needed
5. Arranging logistic or organisation of workshops, seminars, meetings, staff meeting, team building events etc for the whole office
6. Arrange accommodation and transportation for consultants, volunteers, visitors when needed.
7. Arrange visas for MCNV staff and consultants or other visitors to MCNV.
8. Arrange working permit for expatriate staffs
9. Take note in the office meeting and prepare the minutes as a result
10. Responsible for Social, Health and Unemployment Insurance payment for Office and follow up all transactions.
11. Maintain the list of office property and keep it updated regularly
12. Keep all the office portable properties, and maintain the property registration book
13. Ensure good maintenance of office equipment and arrange for repair upon request; be in close contact with the landlord relating to the office rent.
14. Be the main contact with insurance provider relating to the Office risk insurance package and

claim procedure if any occur.

15. Interpret and translate into English and Vietnamese when needed

II. Financial tasks

1. Maintain office petty cash. Perform monthly cash count at the end of the month.
2. Process daily office financial transactions in cash and bank with required supporting documents.
3. Keep and filing office financial supporting documents systematically in safe place.
4. Prepare monthly office cash and bank books and reconcile monthly closing bank account balance with the bank.
5. Make and keep clear and correct records of all office cash and bank receipts/payments and prepare transaction reports at the end of the month;
6. Follow up office receivables and payables including working with financial officers/assistants of other offices
7. Cooperate with project financial officer to monitor the accuracy and balance of the office petty cash and other office finance activities when needed.
8. Support the Finance Manager in annual interim and final audits
9. Process daily project financial transaction in cash and bank with required supporting documents as consulted by Finance Manager/ project financial officer.
10. Proactively provide finance related supports to project officers to organize events with consultancy from Finance Manager/ Project financial officer
11. Prepare contract approval sheet in consultation with office Finance Manager/project financial officer and project officer
12. Contact local project accountant for submitting quarterly financial report
13. Perform other tasks as needed by the organization, as required and fitting with capacity
14. Actively contribute to the general smooth running of office affairs.

Qualifications and requirements

- University degree required, preferably in accounting and/or finance or a development oriented subject
- Fluent in English speaking and writing, listening and reading
- Ability to communicate effectively
- Carefulness, accuracy, honesty, enthusiasm and willingness to learn
- Organised, ability to work according to deadlines and instructions
- Motivated and able to work independently
- Demonstrated ability in team situations, sensitive to others, and an ability to provide support and positive timely contribution
- Minimum 2-3 years related experience required. Experience with an NGO or development organization preferred.

HOW TO APPLY

Please send a copy of your CV and covering letter to mcnv@mcnv.vn by September 1st, 2015. Applications received after this time may be excluded from the selection process.

EQUAL OPPORTUNITIES

MCNV is committed to a policy of equal opportunity for all employees and job applicants, who will receive equal treatment regardless of age, ethnicity or race, gender, sexual orientation, marital or civil partnership status, disability, religion or belief, pregnancy or maternity.