

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Project Finance Assistant	
TEAM/PROGRAMME: Finance – Project Office	LOCATION: Lao Cai Province
GRADE: D	
CHILD SAFEGUARDING:	
Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE:	
In collaboration with and under the technical supervision of the Finance Manager/Director of Finance and Support Service, to ensure that the financial policies and procedures, control and system are followed/implemented properly in accordance with Save the Children, donor regulations and government laws as. Provide the support to Field Coordinator, project staff so as to enable them to manage their budgets effectively. Participate in award management process.	
SCOPE OF ROLE:	
Line of reporting:	
<i>First Direct Line:</i> Field Coordinator	
<i>Second Technical Line:</i> Finance Manager/Director of Finance and Support Service	
Staff directly reporting to this post: N/A	
KEY AREAS OF ACCOUNTABILITY:	
<u>Key accountabilities</u>	
The following are the main accountabilities:	
<u>Finance Tasks</u>	
<u>Expenses/Payment Review</u>	
<ul style="list-style-type: none"> • Support the review of all advance/advance clearance and payment requests for the Office, partners' reports, help to ensure all advances and payments are processed on time; • Inform program/admin staff when payments for their advance, claims, payment for suppliers and consultants' have been processed; • Together with cashier to count cash weekly; • Maintain the filing of monthly accounting vouchers, journals, spreadsheets and other finance documents; • In collaboration with HR admin team to do the asset inventory on periodical basis and to reconcile between books and physical check; • Photocopy, scan and translate financial documents when required; 	
<i>Reporting</i>	
<ul style="list-style-type: none"> - Help partner to prepare financial reports. - Help finance officer in Hanoi office to review and finalise the partners' financial reports, help to ensure the reports be finalised on time. 	

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Support for the process of external and internal audit

- Communicate with partner regarding audit schedule so that Partner can be well informed and prepared themselves in order to set aside their time for working with auditors during the auditor's field visits;
- Participate in pre-meeting and exit meeting with Auditors;
- Facilitate the audit conducted at Project Office and partners office (if required);
- Help to implement and follow up the implementation of auditors' recommendations.

Partner Management

- Contribute to the finance training upon the launch of each sub-grant;
- Help the Preparation of the sub-grant agreements and submit to Field Coordinator to review and approve before sending them to HO for their endorsement;
- Help to conduct periodical finance visit to partners (at least twice in a year for each partner with a focus on the first 3 months since the beginning of each sub-grant);
- Help to conduct all needed procedures for the closure of a sub-grant;
- Take part in the process of updating partner's guidelines.

Capacity Building

- Contribute to the induction training to new staff at Project Office;
- Support the process of refresh training to partners when necessary probably during periodical finance visits;
- Support the provision of training to Project Office staff on donor rules and regulations.

Others tasks required by Field Coordinator or Finance Manager/Director of Finance and Support Services

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self- accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

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Essential

- University degree – Finance and Accounting or similar field
- At least of 3 years of relevant working experience for a foreign company, preferably with an INGO
- Good spoken and written English language skills
- Good command of computer software: Microsoft Office and accounting software
- Demonstrated experience in arranging payments and bank transactions
- Demonstrated experience in cash management control, budgeting and monitoring
- Good training skill
- Ability to work independently, as well as in a team
- Good time management skill
- Commitment to and understanding of Save the Children's aims, value

Desirable

- Good command of accounting software, (AGRESSO) is an advantage

Equal Opportunities

- The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Date of issue: October 2015 Author: Vu Tuong Anh