

Administration & Finance Assistant

Description of Job: Administration & Finance Assistant

Work Quota (%): 100 %

The job is subordinate to following function: Human Resources, Admin and Finance (AFH) Manager

Deputises for following function(s): N/A

Objective of the post:

The incumbent is responsible for supporting in administrative and financial issues of the Caritas Switzerland Representative Office in Hanoi under the direct instruction and supervision of the Admin, Finance, and HR Manager.

Principal tasks:

1. Administration (Percentage of job: 70%)

- In charge of office daily operation including incoming & outgoing communication, office supplies, equipment/furniture purchase and maintenance, monitoring and updating equipment/furniture inventory list of project/office; proposing and managing liquidation of inventory; supervising cleaner to make sure the office clean and well organized;
- Prepare regular correspondence with various stakeholders including to partners and relevant authorities;
- Liaise with La Thanh Guest House, DIPSERCO, Hanoi Social Insurance Department, PACCOM, authorized agency for personal income tax (PIT) issues;
- Support office/project teams in the organization and logistic arrangement in meetings, trainings, workshops, seminar, staff retreat or any particular event, locally and in Ha Noi;
- Support in visa application, travel arrangement for office/project staff and visitors;
- Update regularly the Staff Monthly Working Plan on the white board;
- Manage document filing system ;
- Record annual leave, sick leave, compensation days, and training days of local staff;
- Support in advertising vacancy announcements; Contact and arrange interviews, if required;
- Support new staff in registration with relevant agencies (DIPSERCO, Social Insurance Dept, Tax Agency, etc.);
- Support CR in secretarial tasks, if required.

2. Finance (Percentage of job: 30%)

- Manage Petty Cash and bank reconciliation;
- Update monthly the finance and accounting data of the Country Office into the computerized accounting system- Sextant;
- Prepare and make payments for signed contracts, agreements, and regular payments for the office (i.e. electricity, telephone, office rental, etc.);

- Prepare and make monthly payment/report on PIT, SI, Health and Unemployment Insurance for all staff;
- Manage the filing of finance documents (receipts, invoices, payment vouchers, audit reports, etc.) according to Caritas internal policies and Vietnamese laws and regulations.

Required Entry Qualifications and Competences:

Formal Education

- Bachelor in English, Finance, Accounting and/or Social Affairs;

Further Skills and Knowledge

- Excellent written and spoken skills in both Vietnamese and English;
- Excellent computer skills;
- Experience and knowledge of Administration and/or Finance are advantages;
- Active and enthusiasm in learning.

How to apply: Interested candidates please send Curriculum Vitae, Cover letter (in English), other diplomas and certificates to address: vietnam@caritas.ch

Please state "Application for Administration and Finance Assistant" in the subject email.

Deadline: 5 November, 2015.

Only short-listed candidates will be informed for interviews (in English). Phone contact is not allowed.

Selection will be on first come first serve basis. Therefore, candidates are encouraged to send application as soon as possible.