

# Project Accountant

The Woolcock Institute is lung health research organisation, based at Sydney University, Australia (<http://www.woolcock.org.au/>). The Institute has operated in Vietnam since 2009, and is undertaking large and important operational and epidemiological research projects in collaboration with the National Tuberculosis Program in 9 Provinces, including Ha Noi and Ho Chi Minh City. Research in Vietnam currently focuses on tuberculosis but we anticipate that it will expand into other areas including programmatic management of chronic lung disease (asthma and COPD), air pollution research and preventive interventions that are relevant to lung health. The Woolcock also runs training in epidemiological and operational research methods for Vietnamese doctors and public health workers.

The Woolcock Institute is undertaking a new five year study of community-based screening of tuberculosis in Ca Mau Province. This study will run from 2013 to 2018.

Woolcock is looking for a motivated person who is willing to learn, service-oriented and able to work under high pressure and within a limited time frame to work with our organization in implementing our project in Ca Mau.

## **Role:**

The main duty of Project Accountant is to perform bookkeeping for the project in accordance to WIMR accountancy standards and ensure transparent and truthful reporting of all expenditures.

## **Main duties and Responsibilities:**

- To produce monthly accounting and financial report of Ca Mau Project in accordance with the organization/ donor's requirements and timetable.
- To archives all accounting related documents digitally and in hardcopy.
- To perform end-of-month cash control procedure with Field Work Supervisor and cashier.
- To manage cash flow, ensuring that regular and accurate transfer requests are made, and to accurately estimate upcoming expenditure.
- To update and follow new transactions and balances of bank accounts and reconcile with accounting book.
- To monitor and update Ca Mau project budget.
- To assist in preparing monthly, quarterly and annual budget.
- To process travel advances, travel expenses and other program advances and monitor advances.
- To calculates payroll and prepare salary slip for Ca Mau Project Staff.
- To fulfils monthly tax PIT and insurance payment requirements for Ca Mau Project staff.
- To records leaves, attendances, updates monthly timesheet and holiday follow-up sheet.
- To be responsible for Ca Mau Project assets and proper accounting for assets.

## **Required education, skills and qualities**

### a. Education:

- University graduate with a minimum of at least two year experience in accounting.

### b. Professional Experience:

- Demonstrated knowledge and skills in the project accounting and finance.
- Work experience with research projects and/or INGOs would be an advantage.

### c. Skills & Key attributes:

- Competent in Microsoft Word and Excel.
- Good analytical and organizational skills, attention to detail and determination to meet deadlines.
- Good communication skills (both written and spoken) in Vietnamese and English.
- Ability to work independently and as part of a team.
- Honesty and strong ethics are required in order to be successful in this position.
- Ability to work independently and as part of a team.
- Highly motivated, willing to learn, service-oriented and able to work under high pressure and within a limited time frame.

## **Application Procedure**

Interested applicants should send an application letter together with a CV in English to the following address with the subject title "Project Accountant Application", no later than 30th November 2015. The detailed Job Description is available upon request. Only short-listed candidates will be contacted for interviews. The application will not be returned. Electronic application is acceptable.

### **Applications should include:**

- A cover letter including a response to each of the selection criteria
- A detailed Curriculum Vitae
- The names and contact details of three referees

Send applications by email to

Tran Hoang Diep

Add: No.4, Alley 51, Lane 97, Van Cao Street, Ba Dinh District, Ha Noi City.

Phone: (+84) 43 762 1938 Ext. 22

Email: diepth2013@gmail.com & qui.vothingoc@sydney.edu.au