

Admin and Finance Officer

SPANISH Red Cross (SRC) is a Humanitarian Organization, member of the International Red Cross and Red Crescent Movement. Spanish Red Cross in Vietnam is a creative and dynamic organization. SRC is partnership and working with Vietnamese Red Cross (VNRC) in the sectors of employment for people with disabilities and other vulnerable groups, disaster relief and preparedness.

SPANISH Red Cross, Vietnam delegation is seeking an experienced and qualified person to fill the position of ADMIN AND FINANCE OFFICER (AFO) to assist the project office of the Spanish Red Cross in Vietnam and report to the Admin & Finance Manager (AFM) with all matters relating to project management and financial support to its counterpart, the Vietnam Red Cross Society.

This position will be based in Ha Noi.

Contract duration: 1 year

Expected start date: December 2015

Areas of responsibilities

The AFO is assigned on a full time basis. In this capacity his/her specific duties and responsibilities include:

FINANCE:

Budgeting and Cash Flow Management:

- To support AFM, delegates and project coordinators in the preparation of budgets according to SRC and its donors' requirements.
- Perform financial management of assigned projects. Quarterly budget revision by providing updated actual expenditures, latest budgets, and past financial information.
- To deal with banks.

Coordination and support to VNRC:

- To review that all the expenses executed by VNRC fulfill Spanish Red Cross Policies and Vietnam Regulations. If discrepancies are found, VNRC will be informed to amend them. In case VNRC fails to amend them, it will be communicated to the Spanish Red Cross Representative for final decision.
- To support VNRC on the preparation of budgets (together with project staff), quarterly fund requests and follow up the settlements of those working advances.
- To control that VNRC executed expenses allocated to the SRC are relevant to the funded projects.
- Participate in fieldtrips to assist the provinces in project implementation as per financial guidelines and requirements as requested by the donor

Accounting:

- To be responsible for Petty Cash and Bank payment and reconciliation

- To prepare the voucher payments for the expenses executed by the Delegation, ensuring they fulfill SRC Policies and Vietnam Regulations.
- To ensure that the expenses executed by SRC Delegation in Vietnam are allocated to the SRC relevant funded projects.
- To ensure proper accounting of all project transactions in the SRC relevant systems as instructed by the Spanish Red Cross NHQ Controller (list of expenses or ORACLE financial application). This includes both, SRC and VNRC transactions.

Reporting:

- To prepare quarterly Financial Statements, expenses valuation, bank accounts reconciliations, etc. in accordance with the SRC requirements and applicable systems.
- Filing/ archiving financial documents, manage documents sending to Spanish Red Cross Hqs, Spain.

ADMINISTRATION:

- To work with VNRC, IFRC, PNSs regarding administration issues.
- To work with Social Insurance Dept, TAX dept, DOLISA, PACCOM.. for admin issues related to the delegation and staff such as: office license, work permit, social book, staff changes...
- To handle logistic for workshop/travelers/visitors including visa, work permit, accommodation, and ticket arrangement.
- To be the focal person in working with suppliers for office equipment procurement and maintenance.
- To keep updated the fixed asset register and physical inventory.
- To ensure systematic filing/documentation of office.
- To attend PNSs and IFRC admin meeting when necessary.

HR Duties:

- To arrange insurance/medical checkup for all staff.
- To ensure proper register of staff attendance/ maintain SRC leave record and balances for all staff.
- Prepare Payroll, SI-HI monthly declaration, PIT monthly and annual finalization for local staff and make sure it fulfils the Vietnamese Law.
- To prepare and participate in the carry out of any recruitment process for SRC staff whenever required

Others

- To attend any meeting related to his/her areas of responsibility.
- To provide recommendations to the Representative to improve SRC Financial, Administrative or Management procedures.
- To perform any other work related duties as required.

Key requirements

Educational background: University Degree, preferably Administration, Finance and Accounting or related field.

Working Experience:

At least 5 years of experience in similar positions. Experience in office/business management including logistics, admin and accounting and information systems, especially in finance and accounting for an INGO or foreign company.

Languages: Highly proficient in English and Vietnamese, Spanish is a plus

Other skills and qualities:

- Commitment to the Red Cross mandate, principles and Movement
- Results oriented; accurate; mature and reliable;
- Sense of initiative and responsibility
- Strong ability to perform and prioritize multiple tasks and organizational skills and Deadline oriented
- Be honest and trustworthy
- Ability to work both independently and as a team member
- Strong communication, organizational and reporting skills
- Strong computer skills (Microsoft word, excel, power point, software and other applications).
- Willing to travel

The Spanish Red Cross encourages all kind of candidates as we don't do any discrimination on race, religion, condition, etc

Interested candidates are invited to send application package including CV (containing name and contact detail of three recent supervisors/managers as well an indication of salary expectation), covering letter in English describing how you meet our requirements and copies of relevant certificates/degrees to:

Spanish Red Cross, Vietnam delegation

7th Floor, 59 Quang Trung, Hai Ba Trung dist, Ha Noi

Or by Email: src.diepnh@fpt.vn

Please indicate clearly your application subject: "Application for Admin and Finance Officer".

Deadline for application: 25 November, 2015.

Only short listed candidates will be contacted