

## POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Finance Assistant (FA)</b>
<b>Department:</b>	Finance
<b>Location:</b>	Ha Noi office, ChildFund Vietnam
<b>Reports to:</b>	Regional Finance Manager
<b>Employment status:</b>	Full-time

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### ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

## **JOB PURPOSE & REPORTING STRUCTURE**

FA reports to the Regional Finance Manager.

The FA works closely with Program Finance Officer, HR & Support Services Department, other Managers and Sponsor Relations team and the local administrative staff in each field office.

## **POSITION SUMMARY**

The FA is responsible for maintaining daily tasks of Finance Department in order to support organisational operations and project activities to be in compliance with ChildFund policy and Law of Vietnam government.

## **KEY AREAS OF RESPONSIBILITY**

### **1. Financial Management & Reporting**

- Monitor bank balances for all accounts, and provide timely advice to the Country Director of required transfers to top up impress accounts to facilitate general and project expenditures;
- Prepare payment voucher;
- Input data to Sun systems for Hanoi Office, ADOs and Partners according to ChildFund Australia guidelines and Vietnamese accounting regulations;
- Advise program management staff of any concerns or difficulties in financial management or accounting within Hanoi Office, ADOs and Partners as they arise;
- Develop and maintain all filing systems for all Accounting Documents and Financial Reports;
- Conduct regular external audits (together with Regional Finance Manager) of ChildFund Australia's project partners, according to an annual plan or as needed;
- Maintain documentation for office purchases, Assets Register;
- Assist the allocation exp. to Project & record all the creditor (consultant contract, other supplier);
- Prepare projects monthly financial report & other report required by ChildFund Alliance;
- Keep petty cash;
- Sponsorship fund reconciliation;
- Other task assigned by Regional Finance Manager.

### **2. Relationship Building & Representation**

- Maintain appropriate relationships with ChildFund Australia's bank & HSBC Viet Nam;
- Participate in external workshops, working groups and other meetings relevant to the position of accountant;
- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs in Vietnam.

## **REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

### **Core Competencies**

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: The ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: The ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: Our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: The ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

### **Functional Competencies - Technical**

- Good understanding of International Accounting Standards and Vietnamese Accounting Systems;
- Ability to use different accounting software, especially Sun system, to record financial transactions, to access to necessary data in the software;
- Ability to undertake detailed activities with a high level of accuracy;
- Ability to inspect the accuracy, transparency of reports and acquittal vouchers made by staffs or partners;
- Ability to build good working relationships, internal and external to the organisation;
- Good negotiation skills;
- Good time management and organisational skills with ability to manage multiple priorities, work to deadlines in well-organized and systematic manner;
- Good written and spoken English and Vietnamese, especially on financial issues;
- Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

### **Qualifications and experiences**

- University qualification in finance, accountant and related field;
- One year's experience in an accounting role; One year experience with an INGO or donor-funded projects is preferable;
- Experience with child-focused programs is preferable;
- Experience of financial responsibility for a budget, including experience of Accounting and Financial guidelines;
- Experience with implementing finance policies and procedures;
- Experience with financial report checking for development project activities is preferable.

## **WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS**

- This is a Hanoi based, full-time position with limited travel to ChildFund's program areas in Vietnam;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a three-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;

- Permanent appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's child protection policy and procedure code of conduct;
- In this position you will be required to conduct follow-up Police Check every 2 years or at any other time when required to do so by ChildFund;
- Commitment and adherence to ChildFund policies and procedures is required, and
- Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

**STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES**

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

**ChildFund is an equal opportunities employer**

People with disabilities are encouraged to apply for the position through ChildFund's competitive hiring process.

**Approval by:** .....

**Date:**.....

Name: Deborah Leaver

Job title: Country Director

ChildFund Australia Representative Office in Vietnam