



*World Vision International – Vietnam (WVV) invites Vietnamese competent candidates for the following position: **01 ADP (Area Development Program) Finance Officer***

**Regular work base:** Quan Son district, Thanh Hoa province.

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY **29 DECEMBER 2015** - <https://careers.wvi.org/jobs/vietnam/finance/wvv-adp-finance-officer-quan-son-and-quan-hoa-adp/3795>

## **WORK CONTEXT/BACKGROUND**

WVV's Area Development Programs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, and implementing, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVV's strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities.

Each ADP usually has one ADP manager, one Finance staff, one Sponsorship staff and 3 to 5 other staff who are in charge of Monitoring and Evaluation, Capacity Building, and sectoral projects such as Education, Health, Agriculture and Livelihood etc. A uniqueness of WVV's ADP approach and structure is that all ADP team members are based at the district where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

Quan Hoa and Quan Son ADPs are funded by WV Switzerland. Based on agreement between WV and Support Office which was made in November, 2015, these two ADPs were clustered for a better management and cost effective. According to the revised structure, one Finance Office is needed to assist these two ADPs in financial management.

## **PURPOSE OF THE POSITION**

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the ADP or Project Manager in maintaining the books of accounts and other financial records of the ADP or Project & adhering to the financial standards of World Vision financial system to ensure accountability.

## **KEY RESPONSIBILITIES**

### **Financial Policy Compliance**

- Provide administrative financial services to the project to ensure high level of compliance, quality, accuracy and consistency of work in project implementation.
- Ensure consistent service delivery by collaborating and working closely with all of the team members of the ADP or Project.

- Conduct all the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM).
- Provide the ADP or Project staff the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request.
- Assist the project team in verifying quotations, procurement, service supply contracts for project- related activity.
- Ensure adequacy and correctness of the supporting documents for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV's Policy and donor requirements.
- Monitor the financial transactions regularly to maintain project financial account in place and in order.
- The suppliers of the quotes/bids submitted for major purchases are randomly selected to verify the existence, nature of business (whether it's related to the goods or services being asked to quote or bid), relationship of the supplier with the staff of the project and reasonability of amount quoted.
- Verify the quality of the goods and services delivered to the beneficiaries by conducting random visit to the project sites.
- Upgrade knowledge and skills of the staff and partner on relevant WV accounting policies and procedures.
- Provide assistance to other projects and ADPs when necessary and required by participation in cross-review; assisting cross-audit and assisting in training the new project finance staff (bookkeeper or FO).

### **Budget Management & Financial Report**

- Assist the ADP or Project Manager in planning and developing project budget in line with the ADP's Plan of Action and log frame.
- The financial reports cover memo are timely prepared with variance explanations (quarterly), Advances & Payables Aging Analysis (IA264 & IA269), the asset register is updated, the bank reconciliation performed monthly. All these reports are posted onto FFR Database on quarterly basis.
- Check & verify the Sunsystem generated financial reports for any non-project related expenses, discrepancies and irregularities from the project finance manual.
- Update the Manager on the project spending status and pattern to avoid risks of ineffectiveness and material overspending or under-spending of the project budget.

### **Filing**

- Establish and maintain a systematic filing system of key documents (in hard copy and soft copy) and in line with audit requirements.
- Maintain all financial and other records required for audit purposes, and provide assistance in regular auditing of the ADP or Project.

## **JOB REQUIREMENT**

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- Bachelor degree. Major in finance/accounting.
- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes.
- Coordination skills, including organization and mobilization of communities and networking/coordination among different local partners;
- Demonstrated training and facilitation skills;
- Good time management and organizational skills;
- Good interpersonal and communications skills;
- Fair English, especially report writing skills;
- Good computer skills in Word, Excel, PowerPoint and email;
- Experience in community development or with NGO is preferred.
- Experience in capacity building for local stakeholders/partners.
- 2 – 3 year experience in accounting and finance.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are:

***People and Culture Department***

***World Vision International - Vietnam***

***Address: 4th floor, the HEAC building, 14-16 Ham Long street, Hanoi***

***Tel: 04. 39439920 (ext.118)***

***We give equal opportunity to every candidate, regardless of religion, race and gender.***

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

World Vision is a Christian humanitarian organization which works to improve the quality of life of people, especially children, who are marginalized and living in poverty regardless of religion, race and gender.
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