

Finance Officer

Position title: Finance Officer

Reports to: NLR Mekong Director

Location: Hanoi, Vietnam

Expected to start: 1 March 2016

Application deadline: 27 Jan 2016

INTRODUCTION

Established in 1967, Netherlands Leprosy Relief (NLR) is a Dutch non governmental organization (NGO) for the control of the disease leprosy and the rehabilitation of persons with disability including those due to leprosy, which is a major cause of disability. The NLR International Office is in Amsterdam with branch offices in 7 countries from where programs are supported in 15 countries.

NLR promotes and supports health, ability and full inclusion in society for persons affected by leprosy or living with disabilities. NLR reaches annually more than 90,000 patients and other beneficiaries through its global programs.

NLR has supported projects in Vietnam and the Mekong Region since 1981; initially leprosy disease control projects, later shifting towards leprosy disability projects and more recently towards projects that comprehensively serve the needs of persons with disability regardless of its cause. The NLR Mekong regional office in Hanoi currently supports projects in Vietnam, Cambodia and Myanmar. Central to NLR's support in the Mekong region is the link between disability and poverty.

JOB DESCRIPTION

Purpose of the position

- To support NLR Mekong to maintain high standard of financial management.
- To financially manage the NLR Mekong programs and projects.
- To monitor and coach the accounting and finance management of NLR Mekong's partner organizations.

Main responsibilities

Planning and system development

- Establish and maintain financial systems as required by NLR Mekong's standards in order to provide appropriate levels of security and controls over the organization's resources.
- Ensure financial transactions to comply with NLR Mekong's policies and standards, local regulators requirement
- Provide technical support to the financial officers of the partner organizations in Mekong region (Vietnam, Myanmar and Cambodia)

Accounting and financial implementation

- Prepare annual budgets accurately, carry out mid year reviews properly and make other budget revisions timely for the office as required.
- Identify & implement measures to enhance the credibility and objectivity of financial statements and reports.
- Review & update the finance management manuals regularly with all changes related to policies and procedures.
- Review financial summary and analysis reports of the partner organizations.
- Monitor the preparation, updating and maintenance of office fixed asset records etc.

Monitor, follow up and reporting

- Prepare & submit financial reports properly and in timely manner to NLR International Office in Amsterdam, donors, local authorities on biannual basis and upon requests.
- Oversee the annual audit
- Follow up with audit findings and implement recommendations.

Staff development

- Identify & provide necessary training and other support to financial officers of the partner organizations

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:

- A Bachelor Degree in Accounting or Finance.
- A Chartered Accountant or Certified Public Accountant is an asset.
- Knowledge of Microsoft Navision is an advantage and an asset.
- Knowledge of International Financial Reporting Standards and a practical knowledge of financial systems and internal controls.
- Knowledge of accounting theory and financial statements and government tax requirements.
- Strong accounting and finance management skills.
- Good oral and written communication skills, team building skills, and ability to work in a cross-cultural environment
- Good English skills (both spoken and written).
- Good computer skills (Words, Excel, Access).
- At least 8 years experience in finance and accounting and at least 5 years working for an NGO

- Experience in establishment and monitoring of budgets, and an understanding of data processing concepts and systems
- Strict requirement on integrity and accountability

NLR Mekong is an organization that supports people with disability. We give equal opportunity to every candidate, regardless of religion, race and gender. Applicants with a disability are encouraged to apply for the position.

Submission of application

Interested candidates are invited to submit their application to the NLR Mekong regional office by email: lan.ntp@nlrmekong.org , before 27 January 2016. Application package should include:

1. A letter of Interest
2. Curriculum Vitae demonstrating relevant experience and competence.