

Finance Assistant

Save the Children, the world's largest independent organization for children, delivers immediate and lasting improvements to children's lives all over the world.

Save the Children (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Climate Change adaption Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

Vacancy: Finance Assistant – Lao Cai Office

Based in Lao Cai

We are looking for a Vietnamese national for the position of Finance Assistant to work for our Lao Cai Office. The successful candidate will be based in Lao Cai.

Main Responsibilities: In collaboration with and under the technical supervision of the Finance Manager/Director of Finance and Support Service, to ensure that the financial policies and procedures, control and system are followed/ implemented properly in accordance with Save the Children, donor regulations and government laws as. Provide the support to Field Coordinator, project staff so as to enable them to manage their budgets effectively. Participate in award management process

Key Competencies:

Essential

- University degree – Finance and Accounting or similar field
- At least of 3 years of relevant working experience for a foreign company, preferably with an INGO
- Good spoken and written English language skills
- Good command of computer software: Microsoft Office and accounting software
- Demonstrated experience in arranging payments and bank transactions
- Demonstrated experience in cash management control, budgeting and monitoring
- Good training skill
- Ability to work independently, as well as in a team

- Good time management skill
- Commitment to and understanding of Save the Children's aims, value

Desirable

- Good command of accounting software, (AGRESSO) is an advantage

Please send CV and a completed application form, contact of three referees and a covering letter in English addressing the list of competencies to: 4th Floor, Machinco Building, No. 444 Hoang Hoa Tham street, Tay Ho District Hanoi or by Email: Vietnam.HR@savethechildren.org

The SC's application form and full job description are available at the website: <http://savethechildrenvietnam.wordpress.com/vacancy>

The closing date for application is 5pm, 4th February, 2016. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.