



## **JOB VACANCY**

Catholic Relief Services (CRS) is a US non-governmental organization that has been operating in Vietnam for 20 years. CRS projects assist local counterparts to build capacity in the areas of Education, HIV/AIDS care and treatment, Disaster Risk Reduction and emergency preparedness and response. Reflecting our commitment to carry out quality programming to benefit the poor, we are now seeking a dynamic Vietnamese candidate for following position for our Program based in Hanoi:

**Job title:** Finance Assistant  
**Supervision:** N/A  
**Report to:** Finance Manager  
**Grade:** II

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### **Internal Key Working Relationships:**

CRS Vietnam program, operation and finance staff, internal auditor.

### **External Key Working Relationships:**

Banking Institutions, Government Entities, Non- Government Entities, Subrecipients, Suppliers and External Auditors

**Job Summary:** The Finance Assistant (FA) is responsible for financial and accounting management for administration project and regional small project fund, including all required financial reporting. S/he deals with banks and prepares electronic fund transfer or bank payment order. S/he is in charge of organizing all financial and central files and enter daily financial transactions to SUNSYSTEM. S/he is also responsible for preparing monthly account receivable reports and supporting the process of financial month-end and year-end closing of CRS/Vietnam.

### **SPECIFIC RESPONSIBILITIES**

#### **Accounting records and transaction data process**

1. Prepare accounting entries and review financial documents in compliance with CRS' policies and procedures, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations and legal requirements for country administration and business development project, facility pool, program support pool & regional small project fund.

2. Verify the transactions and supported documents relating to projects before processing to ensure the expenses are under approved budget.
3. Take full responsibility for entering or create import data for all journals into Sun System on the daily basis. Ensure the accuracy and correctness of input information.
4. Extract currency rate every 7 days and on the date at the end of the month from Oanda web and get verification of Finance Manager & approval of Sub-regional Country Representative to update them to Sun update as requirement of CRS policy.

#### **Filling management and logic tasks**

1. Be in charge of effective and organized filing for all financial vouchers and stamp "PAID" or "PROCESSED" timely on vouchers.
2. Ensure all vouchers and financial documents are kept as the HQ' policy such as Documentation Policy, Cost Allocation Filing Protocol etc.
3. Maintain and improve an effective central filing system into Master files for all CRS projects to be accessed by the whole office.
4. Be responsible for making photocopy, ordering stationeries and fulfilling other administrative tasks for Finance department as requested.
5. Support logistic for the training, meeting in finance areas at CRS/VN or partner level as requested.
6. Other finance-related tasks as per Finance Manager's request.

#### **Planning & Budget management and reports**

1. Support Sub-regional Country Representative and Finance Manager to prepare annual budget for administration project & regional small project fund and input data in e-budget and quarterly forecast as requested.
2. Record the relating approved budgets and subsequent amendments for related projects into SunSystem in accordance with CRS' policies and procedures.
3. Prepare monthly comparison reports relating to projects to send to Sub-regional Country Representative and Finance Manager.
4. Weekly update accurate account receivable and account payable reports to Finance Manager.
5. Support to process data on monthly supporting documents for financial checklist and scan required documents to send HQ for monthly.
6. Prepare account receivable reports (ageing reports) during month end and year-end process.
7. Support to month-end and year end closure process which are relating the bank and respective areas.

#### **Treasury and Banking**

1. Prepare and make electronic fund transfer, bank transfers or cheques for every approved CRS expenditure after sent by Finance Officers. Ensure the accuracy and correctness of all payment orders and cheques.
2. Prepare the payroll declaration send to staff and get their salary confirm to file salary voucher.
3. Liaise with banks on the payments and all related issues, including providing supporting information to banks, adding authorization signatory to banks when requested, etc...
4. Maintain bankbooks and reconcile with bank and journals monthly. Ensure positive cash balance in the banks for CRS activities. Alert on Finance Manager about the cash balance in banks when it goes to allowable limit.
5. Prepare the report relating to bank management and update all bank information as treasury policies.
6. Prepare the Bank Scorecard as request to ensure efficient services from bank.

#### **Audit and Compliance**

1. Support Finance Manager as per internal and external audit requirement for banking, filling system and respective program areas.
2. Participate in preparing the bank and cash areas for the internal control checklist as requested to ensure the compliance with HQ' internal control policy.

#### **Confidentiality**

1. Keep all documents and information related to CRS' program activities, personnel and development plans confidential.

#### **REQUIREMENTS:**

1. Accountable, accurate, organized and hardworking.
2. Good spoken and written English.
3. Proficient in the use of computer software, including spreadsheets, word processing and accounting package (Sun System is preferred).
4. Ability to work independently, as well as in the team.
5. Customer service orientation and effective communication skills (listening, positive, supportive, clear, constructive, and accessible) both written and verbal.
6. Willingness to work the hours needed to meet deadlines.
7. Ability to learn and adapt to change

#### **QUALIFICATIONS:**

1. University Degree or equivalent in Accounting and/or Finance.
2. Two years professional experience in relevant accounting and/or finance position.
3. Working experience in international organizations if preferable.
4. Knowledge of SunSystems financial accounting package or similar financial reporting software desired.

**Disclaimer Clause:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. The purpose of this document is to list minimum and possible supplemental functions and requisite minimum standards.

### **Application requirements**

- Curriculum Vitae in English, with names and addresses of three references (preferably former supervisors)
- Application letter in English
- Copies of degrees, certificates

Please send completed applications to:

Catholic Relief Services (CRS), Room 301-303, Building E3, Trung Tu Diplomatic Compound, #6 Dang Van Ngu, Dong Da, Ha Noi.

Or email: [recruitment.vietnam@crs.org](mailto:recruitment.vietnam@crs.org)

Deadline for applications: **18 January 2016**

***CRS is an equal-opportunity employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.***