

Finance Manager

Position Description

Division: Administration

Department: Accounting / Finance

Position: Finance Manager

Reports to: CEO

Working Hours: From 8.00AM - 5.00PM, Monday through Friday, 8am – 12 noon, Saturday

Salary Range: Commensurate with seniority of the position – Division Manager equivalent

Work location: Hanoi

Organization

Biodiversity Conservation and Tropical Diseases Research Institute (BioD) is a non-profit organization. BioD runs several projects including Edufarm. Edufarm is an ecological area of nearly 4 ha, is scientifically designated for the increasing demand for practical education and learning on biology, agriculture and out-door activities. With the infrastructure consists of class rooms, movie room, specialized rooms for educating and getting information about biology and agriculture, harmonized with the nature and the display area of the samples of animals, plants and biodiversity world, Edufarm main target groups are pupils from kindergarten, primary, secondary, high, vocational schools and students from local and international universities.

Position overview

To provide BIOD/Edufarm with monthly management reporting that will ensure problem areas are recognized at an early stage, on a divisional basis.

Responsibilities:

1. Accounting

- Reviews all reports prepared by the subordinate staff
- Set reporting deadlines and ensuring they are met
- Oversight of FAST Online accounting program

2. Budgeting

- Responsible, with oversight from the Director, for budget preparation
- Analyses on a monthly basis, per division, actual vs budget
- Discuss with budget owners' significant variances in actual vs budget, including:
- Variances in payroll costs (due to head count)
- Variance in other operating costs

- Over-expenditure on capital items

3. Cash-flow management

- Prepare weekly cash-flow by forecasting in-coming receipts and outgoing payments
- Provide recommendations to Director on movement of funds to / from fixed deposits, whilst maximising interest income
- Minimise forex losses by prudent forex management
- Control of bank and other borrowings

4. Payments

- Supervision of reconciliation and payment preparation by subordinate staff

5. Payroll

- Supervision of payroll preparation by subordinate staff

6. Accounting procedures and practices

- Review, develop and recommend appropriate, and communicate approved Accounting procedures and practices to staff

7. Accounting staff

- Manage subordinate staff
- Co-ordinate Vietnamese staff appraisals

8. Other duties as required by the Supervisor

Key Competencies:

1. Technical capacity

- Education / qualification
 - University degree in Accounting
 - Internationally recognised post-graduate degree in Accounting or Finance and / or professional qualification
- Experience
 - 10+ years relevant experience with 5+ years Management experience in an Accounting or Finance role
- Technical knowledge
 - Excellent proficiency in written and spoken English - TOEIC level 880 or equivalent; Vietnamese mother-tongue preferred

- Knowledge of FAST Accounting software
- Customer service orientation
- In-depth knowledge of accounting and finance in the Vietnamese environment
- Aptitude and application of skills and techniques relevant for an international business office
- Advanced knowledge of economic, legal and political issues
- Knowledge of business management and educational practices
- Multicultural communication and presentation skills
- Understands Stakeholders' internal operations
- Up-to-date with changes in government policy, with a strong knowledge and understanding of the Vietnamese tax and regulatory environment and how they will impact on Stakeholders

Please send curriculum vitae, letter of application with copies of certificates/degrees by March 18, 2016 to:

Ms. Dam Thi Tuyet, Human Resources Department
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Only shortlisted candidates will be notified.