

Plan in Vietnam Job Description

Job Title: Project Finance Assistant	Job grade: C1
Reports to: Northern Finance Coordinator Close relationship with Education Project Manager	Working Location: Gia Lai
Unit/ Department: Finance Department	Effective date:
Staff Directly Supervised (position): None	

Purpose:

- To ensure an effective financial management of the EDUCATION project and provide timely and reliable financial information and analysis that lead to effective decision-making for implementing the project;
- To assist the EDUCATION Project Manager and the team in the other financial administrations.

Job Responsibilities:

1. Roles in Finance Department (FD) and EDUCATION team

- Take part in EDUCATION team's activities through timely providing reliable information/analysis on finance for improvement and achievement of the EDUCATION project implementation, and support EDUCATION project manager in decision-making;
- Take part in FD team's activities and network meeting, joint field visit and regular discussion and sharing experience.
- Contribute specific and constructive ideas or give feedback and recommendations on project financial management to increase the quality of works of the EDUCATION team;
- Contribute to the achievement of the department and organization objectives through fulfill individual's roles and responsibilities.

2. Project finance reviewing, monitoring and reporting

- Often carry out reviewing the project fund expenditures in according to the project activities and budgets;
- Closely and timely coordinate with FO/AFFs/PPSs to prepare and update project cashflow, to monitor project spending and collecting financial data for consolidation of financial reports.
- Prepare periodic/annual financial reports and ensure quality of data and deadlines as required by Plan and the donor;
- Monitor cash advances to partners to ensure timely liquidation of Plan's advances.
- Provide timely and reliable financial reports and analysis to the EDUCATION project manager and the team for the decision-making;

3. Internal financial control

- Ensure appropriate financial controls processes, procedures and systems set by Plan are in place, well functioned and strictly followed;
- Ensure that Request for Payment, PURs, PO and PO modification, etc... are reviewed accurately and on timely basis;
- Conduct regular visit to partners to review project expenditure and support them in project financial management.
- Coordinate and support for project audits and follow-up with the implementation of audit's recommendation
- Perform initial assessment on financial management capacity of partners

- Sharing/updating financial policies for the EDUCATION project staff and partners;
 - Ensure all financial documents are filed properly.
4. Assist in preparation, updating and revision of the project budgets
- Assist the project manager in preparation, updating and revision of the project budgets;
 - Assist the EDUCATION Project Manager and the team at Gia Lai in the matters that relate to financial administration.

Qualifications:

- University graduate in finance, accounting and economics or relevant fields;

Experience:

- Minimum 3 years experience in accounting and finance works in community development program/project

Knowledge and skills:

- Communicate clearly and effectively
- Coordination, planning, analytical and management skills
- Strong negotiating, facilitation and influencing skills
- Working both independently and in a team
- Potential learning ability
- Computer and English skills

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

LINE MANAGER:
Name:

Signature

Date

I have read the Job Description and discussed the contents and agreed with my direct supervisor.

JOB HOLDER
Name

Signature

Date