

Finance Manager

Finance Manager – Saigon Children’s Charity CIO (SCC)

Exciting opportunity! Do you have the right attitude, experience and skills to oversee all the financial management and reporting of SCC, helping to ensure the successful delivery of our programmes supporting disadvantaged children in Vietnam?

Saigon Children’s Charity (SCC) is a vibrant, highly respected international NGO based in HCMC with a mission to help disadvantaged Vietnamese children to get an education and a fairer start in life.

We need not just your skills but your attitude and personality too. The Finance Manager is a senior role for someone who is confident and proactive but also well organised and systematic. You must be able to work with the Director, fundraising and programme teams to ensure that all financial aspects of our operation are controlled, clear and transparent. Highly committed to and passionate about SCC, you will be able to work with people at a senior level in local authorities, agencies and financial institutions, as well as major companies and donors, both in Vietnam and overseas. You must be highly numerate, strong in English and able to work cooperatively across functions.

A strong champion of all financial matters, you will be able to work cross-departmentally and to juggle multiple priorities. Absolute integrity is essential as is the ability to maintain accurate records and produce effective financial management reports.

RESPONSIBILITIES

1. Provide sound financial advice to the Director and to senior management colleagues.
2. Provide an effective financial management and reporting service to SCC.
3. Contribute to the preparation of the charity's strategic plan, and prepare the annual budget and forecasts.
4. Take responsibility for, and ensure suitable policies are in place for, ensuring strong financial controls, both on income and expenditure.
5. Responsibility for all aspects of general financial management, including all stages from annual budgets and production of monthly management accounts through to the annual audit, including financial accounting, management accounting, forecasting, budgeting, cash flow management, analysis, control systems and report preparation.
6. Complete all journal entries and allocations in Sun Systems, and manage cash.
7. Prepare the statutory annual accounts
8. Work with external auditors in the preparation of the external audit.
9. Manage the charity's legal and tax liabilities, whatever they may be, under existing and proposed Vietnamese legislation and deal with tax authorities.
10. Maintain appropriate contact with bankers, auditors and other agencies.

PERSONAL SPECIFICATION

- Vietnamese national with a university degree or equivalent in finance
- A minimum of five years’ work experience in the finance and accounting field
- Strong knowledge on accounting and Sun Systems –qualified accountant preferred

- Prior work experience in an international setting, major company or INGO
- Proven management capability and a track record of achieving results
- Excellent verbal and written communication skills in English
- Proficiency in using Microsoft Office tools and applications
- Proactive, with a strong work ethic, requiring minimal direction
- Work well independently and also as part of a team
- Absolute personal and professional integrity and trustworthiness
- Commitment to the ideals of a non-profit organization like SCC

An excellent package is available for the right candidate along with the chance to take a leading role in a strong team that makes a long-term difference in the lives of many children in Vietnam.

For a detailed job description please contact hrm@saigonchildren.com. Tim Mullett, the Director of SCC, is available on (08)3930 3502, or tm@saigonchildren.com if you would like to discuss the role informally before applying.

More information about SCC is also available on our website at: www.saigonchildren.com.

Applications, in English, should include a CV and a covering letter of not more than two pages stating why you think you are suitable for the position and summarising your proven ability in relation to the job description, responsibilities and person specification.

Full applications should be sent to hrm@saigonchildren.com by Monday 9 May 2016. Interviews will take place shortly thereafter.

SCC operates an active Child Protection Policy and is an equal opportunities employer.