

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>JOB TITLE: Area Office Finance Assistant</b>	
<b>TEAM/PROGRAMME: Finance - Area Office</b>	<b>LOCATION: Hanoi &amp; Lao Cai Project Office</b>
<b>GRADE: D</b>	
<b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
<b>ROLE PURPOSE:</b> This position will be 50% based in Hanoi office and 50% travelling to Lao Cai – Sponsorship Project Office per month. In collaboration with and under the supervision of the Finance Manager/Director of Finance and Support Services, 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 well. Provide the support to Field Coordinator, project staff so as to enable them to manage their budgets effectively. Participate in award management process.	
<b>SCOPE OF ROLE:</b> <b>Line of reporting:</b> Finance Manager <b>Staff directly reporting to this post:</b> N/A	
<b>KEY AREAS OF ACCOUNTABILITY:</b> The following are the main accountabilities: <b><u>Hanoi Office tasks:</u></b> <ul style="list-style-type: none"> <li>• Support the review of staff advances/ clearances and payment requests, the partner fund transfer requests and financial reports, ensuring all transactions are processed on time;</li> <li>• Post all transactions including office and partner payments, advances, reallocation entries, items paid by SCI as well as on behalf of other SCI offices;</li> <li>• Run remittance process in Agresso before getting SMT approval;</li> <li>• Ensure online remittance payment file is reconciled and sent to the bank;</li> <li>• Inform program/admin staff when payments for their advance, claims, payment for suppliers and consultants' have been processed;</li> <li>• Strictly follow up cash balance, ensuring that there is no negative bank balance, i.e. always check bank balance before issuing online payment;</li> <li>• Support the month end and year end procedures;</li> <li>• Provide support in all required procedures when a grant is ended or a new grant is opened.</li> <li>• Maintain the filing of monthly accounting vouchers, journals, spreadsheets and other finance documents;</li> <li>• Help external Auditors locate accounting vouchers &amp; financial supporting documents when needed;</li> </ul>	

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- In collaboration with HR admin team to do the asset inventory on periodical basis and to reconcile between books and physical check;
- Photocopy, scan and translate financial documents when required;

**Lao Cai Project Office tasks:**

- Support to review and finalize the staff advances/ clearances and payment requests, the partners' fund transfer requests and financial reports, ensuring the reports and payments be finalized on time;
- Support to prepare and review sub-grant agreements before submit to Country Office for approval;
- Support to conduct the partner assessments;
- Support the provision of training to new comers and Project Office staff on donor rules and regulations;
- Support to conduct the finance training upon the launch of each sub-grant as well as refresh training to partner when necessary probably during periodical finance visits;
- Support to conduct periodical finance visit to partners (at least twice in a year for each partner with a focus on the first 3 months since the beginning of each sub-grant);
- Communicate with partner regarding audit schedule so that Partner can be well informed and prepared themselves in order to set aside their time for working with auditors during the auditor's field visits;
- Participate in pre-meeting and exit meeting with Auditors;
- Facilitate the audit conducted at Project Office and partners office (if required);
- Help to implement and follow up the implementation of auditors' recommendations.
- Help to conduct all needed procedures for the closure of a sub-grant;
- Take part in the process of updating partner's guidelines.

Others tasks required by Finance Manager and Finance and Support Services Director

**SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

**Ambition:**

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others

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- Future oriented, thinks strategically and on a global scale

**Collaboration:**

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest, encourages openness and transparency
- Always acts in the best interests of children

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- University degree or qualification in relevant subject (business, economics, accountancy);
- Minimum of associates degree in accounting, or significant accounting coursework;
- Working experience with international organizations/ multinational national companies is preferred;
- At least two-year working experience in an accounting role;
- Teamwork oriented and willing to contribute at various levels;
- Strong organizational skills and ability to complete a wide variety of tasks; and
- Proficiency in various Microsoft Office and accounting programs, and willingness/ability to learn new applications.

**Desirable**

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

**Equal Opportunities**

- The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Health and Safety**

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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**Author: Vu Tuong Anh**