

Admin & Accounting Assistant (A&A Assistant)

Duty Station: Ho Chi Minh City, Vietnam

Status: One-year Contract - renewable

Application due: May 10th, 2016

Starting date: April 29th, 2016

Position Profile

The A&A Assistant will be based in Ho Chi Minh City, Vietnam. The Assistant will report directly to the CEO in Ho Chi Minh City. The Assistant will be totally in charge of administration tasks and work closely with the CEO.

Candidates with high competence in English language and translation/interpretation skills will be preferred.

Responsibilities

The responsibilities listed below are inclusive. It is reasonable to assume that additional tasks will be requested, as and when needed.

KEY DUTIES

ACCOUNTING

- coordinate petty cash, bill payments
- prepare donation receipts
- prepare expense disbursements
- coordinate trip expenses
- coordinate and keep track of money requests
- coordinate and compile end-month book-keeping files (e.g. receipts and others) for Strategic Plan
- liaise with Strategic Compliance Service (SCS): monthly accounting reports (to Loreto Business Manager in Australia) and issues related to income tax, social insurance
- prepare/finalize PACCOM/HUFO/MWIA Reports (bi-annually)

OFFICE ADMINISTRATION

- coordinate:
 - staff's leaves (manage spreadsheet)
 - volunteers (support)
 - projects (support)
 - events (support)
 - courier's tasks
 - weekly Board
 - flowers for partners and office
 - Christmas/Tet cards
 - gifts in kind (tracking and distributing)
 - project trips (hotel/flight bookings)
 - Correspondence Tracking
 - office supplies
 - filing documents
 - contact list updates
 - emergency cards
 - office machine maintenance (air conditioner, laptops, printers, shredders)
 - Loreto's promotional gift packs
 - Team Meet Agenda and Team Meet Minutes
 - Donation boxes at corporates
 - Taxi cards
 - Office amenities
- liaise with house owner(s)
- attend Gender Working Group Meeting & Child Right Working Group and report to the team
- attend INGOs Quarterly Meetings on a roster with other team members: take notes and update team members
- translate a variety of office paperwork
- interpret for expat visitors inside/outside office

- other adhoc tasks upon requests

At times contact out of office time

Qualifications:

- At least 6-month experience in Admin work
- University Degree, in a related field (e.g.: Secretarial Courses, Basic Accounting Courses, ...), is a plus
- Excellent written and verbal English and Vietnamese
- Advanced computer skills (MS Office applications, including Microsoft Outlook, Excel, PowerPoint)
- Ability to prioritize while managing expectations
- Flexible attitude
- Excellent communication & organization skills
- Commitment to Loreto Kids Charity's mission and vision (explained below)
- Honest and trustworthy
- Willingness to travel to remote areas if needed

Contact and Deadline

The position will be only open to local Vietnamese and locally hired within Ho Chi Minh City. Vietnamese nationals with strong English skills are strongly encouraged to apply.

Wages/ Remuneration and other benefits will be negotiated.

Applications are due May 10th, 2016. Applications may be conducted before the closing date.

Please submit a one-page cover letter, CV/resume (no more than two pages), and three references with current email addresses and telephone numbers. We will inform you before contacting your references.

Loreto Kids Charity

Loreto Kids Charity was founded by Dr. Trish Franklin in 1997 and is a registered International Non-Government Organization (INGO) – the second level of registration – Project Office Status. Initially, Loreto Kids Charity was founded to: ‘instill qualities in learners so that they, in turn, could give to the world’. Loreto Kids Charity's current motto is: “lifting learners into the future”.

VISION

to be a child-oriented future builder in the form of education for underprivileged and disabled children particularly in desperate and remote communities throughout Vietnam to embellish social change and development.

MISSION

to offer a diverse range of sustainable, educational assistances through constructing and renovating new learning centres, supporting innumerable curriculum areas and distributing informative, useful resources for easier access to learning so that overall our beneficiaries are given powerful assets to discover their potential and educational capability.

Contact Details

Organization Name: LORETO KIDS CHARITY (LKC)

Location: Ho Chi Minh

Application Deadline: May 10th, 2016

Email: hamy@loretovietnam.org (Ms. Ha My)